

SAMPLE TEMPLATE

POSITION TITLE: Vice-Chairperson or Vice-President

AUTHORITY

- The board of directors is the legal authority for the community league.

TERM OF OFFICE

- Term of office is ____ years.

GENERAL DUTIES/REQUIREMENTS

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

RESPONSIBILITIES

- Acts in the absence of the president/chairperson.
- Assists president whenever possible.
- Is familiar with all committee members and their duties.
- May act as a signing officer for cheques and other documents.
- Other special duties by interest or assignment.