



Vice President Roles & Responsibilities

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Job Purpose (per Bylaws)

The Vice President shall assist the President in the discharge of his/her duties. They will preside at all meetings in the absence of the President and preferably stand for election as president at the end of their immediate term. The typical term of office will be two years but subject to resignation or termination as applicable. Retiring Directors may offer themselves for re-election to a maximum of two (2) consecutive terms in the same position. The Vice President is an Authorized Signing Officer.

Duties

- Duty of Care — Has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- Duty of Loyalty — Must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- Duty of Obedience — Bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

Responsibilities

General:

- Attend all board and committee meetings and as many functions, such as special events as possible.
- Be informed about the organization's mission, services, policies and programs.
- Prepare for board and committee meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees or task forces and offer to take on special assignments when capacity allows.
- Inform others about the organization. Advocate for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow the bylaws and code of conduct of the organization.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.



Specific:

- Sign contractual documents of the Society and ensure that the terms of the contracts are adhered to by all parties.
- Upon termination of office, surrender all books, records and other properties of the Society to his/her successor.

Tasks

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