

VICE PRESIDENT

Role Description

In the event of the president's absence or disability, the vice president of a chapter assumes the duties of the president, including, but not limited to, presiding at meetings of the chapter and the chapter board. He/she is responsible to the president, chapter board and chapter membership.

Major Responsibilities

1. Assumes the duties of president when the president is absent.
2. Acts as the Director responsible for the office and all office employees (contracting, performance monitoring, timely salary payments etc.)
3. Chairs office check in meetings at least once per week to guide office prioritization and provide guidance and support; and spends a day in the office at least once a month.
4. Responsible for effective management of office staff including staff performance monitoring, remuneration and other activities outlined in the Chapter HR Policies & Procedures.
5. Assists the president in establishing committees:
 - Ensures that the functions of all chapter committees have been defined in writing and that each committee is staffed with competent, active members
6. Drives strategy implementation:
 - Develops specific, written short-term plans to support the chapter strategy
 - Explores long-range plans to support the chapter strategy
7. Provides operational guidance and support to all director portfolios (essentially COO role).
8. Directs and coordinates the administrative activities of standing and select committees:
 - Ensures goals and objectives can be met
 - Ensures performance standards for committees are maintained

These responsibilities are in addition to the responsibilities of ALL DIRECTORS.

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- Manages the development, distribution and tabulation of all program surveys (i.e., those that identify speakers and areas of educational interest).
9. Reports committee activities for standing and select committees
 - Acts as liaison between committees and the chapter board.
 - Ensures board policies and decisions are communicated to committee chairs.
 10. Reviews and updates all employee, staff and volunteer job descriptions and performance standards.
 11. Ensures that all board committees have clear terms of reference / charters that are approved by the Chapter board.
 12. Ensures there are no obsolete, inadequate or incorrect descriptions or unrealistic standards.
 13. Assists the president and treasurer in the preparation of the chapter budget.
 14. Establishes and maintains relationships with other professional associations.
 15. Attends internationally-sponsored meetings for chapter leaders as president-elect or as designated by the current chapter president.

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