

Vice President

Responsibilities:

- Must be willing to sign a job description in agreement to the duties he/she is committed to perform
- Shall serve a full one year term
- Assume the responsibilities of the Presidents position when he/she is not available
- Accountable, first to the general membership, then to the president, regarding his/her duties, during the administration and management of the affairs of the board
- Possession or willingness to develop: knowledge and skills in areas of board governance, conducting meetings, delegation, decision making and conflict management
- Attendance at board and executive committee meetings
- Support and assist in all organized special events
- In the absence of the president at association meetings, reside over such meeting
- Shall perform other such duties as the executive board may consider necessary to the association, i.e.; working on CIMS
- Be willing to take an active roll in increasing membership in the association.
- Should assist the President in conducting association business at conferences and conventions
- Maintain confidentiality of executive committee

Qualifications

- Friendly, outgoing and energetic
- Committed to the grow and longevity of the association and to its members
- Have exceptional organizational and analytical skills
- Ability to supervise and train others
- Computer skills are essential
- Multilingual, while not essential, would be considered as asset due to the riding's logistics and demographics
- Must have daily access to an e-mail account which is in good standing
- Up to date computer system which would be compatible with CIMS

Time Commitment

- Average daily commitment is approximately 2 hours on research and e-mail combined
- One executive meeting per month of approximately 3 hours
- One board meeting per month of approximately 3 hours
- Special Events as required. These include dinners, tradeshows, community fairs, parades, policy review committees