

CASCADES IN ROYAL OAK RESIDENTS ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Vice-President

Authority and Responsibility:

The Board of Directors is the legal authority for the Cascades in Royal Oak Residents Association. As a member of the Board, the Vice President is in a position of trust for the community and is responsible for the effective governance of the organization.

The Vice President keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Vice President must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Cascades RA's mission and vision.

Requirements:

Requirements of the Vice-President include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at quarterly Board meetings, committee meetings when needed, and Annual General Meetings.
4. Member in good standing of the Cascades in Royal Oak Residents Association
5. Knowledge and skills in the areas of board governance: administration, finance, area planning, services, and communications

Term:

As outlined in the Bylaws of the Cascades in Royal Oak Residents Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be one year and will not exceed two years except under conditions outlined in the Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws. Note: The Role of Vice President is not required of the By-Laws but is important to ensure continuity from term to term, and support to the President at times of unavailability.

General Duties:

1. Acts as leader in the absence of the President,
2. Chairs Board meetings and the AGM in absence of the President,
3. Learns the duties of the President,
4. Works closely as consultant and advisor to the President,
5. Prepares to serve a future term as President,
6. Chairs at least one major Committee,
7. Acts as a signing officer for cheques and other documents,
8. Orients the new Vice-President.