

Vice-President (President Elect)

Role:

Assist the President in the overall leadership of the Association.

Responsibilities:

1. Agree to participate in the Association over a two-year period acting as President Elect (year 1), Past President Elect (year 2).
2. In the absence of the President, act on his/her behalf and perform the duties of the President.
3. Chair at least one meeting during the year, if needed.
4. As President-in-training, becoming familiar with the roles and responsibilities of the Executive positions.
5. Assist President in preparation of grants applications.
6. At the request of the President, signing authority for the Association bank accounts.
8. Review and recommend updates for the Policies and Procedures Manual as required.

Time Commitment: Light

- Term of office is two years (President Elect, President, Past President).
- Monthly Executive meetings.
- Committee meetings and various community activities.

Skills Preferred:

Leadership	Management
Decision Making	Commitment
Coordination	