

Vice President		Elected to the Board of Directors	Ex-officio member of all committees
Authority:	Subject to the by-law or directions given in it, by a majority vote at a properly called meeting, have full control and management of the business and affairs of the Society.		

Job Summary

In the absence of the President, the Vice-President shall preside over Board meetings.

Primary Responsibilities

- Serves on the Board of Directors.
- Becomes familiar with the organization’s bylaws.
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the President.
- Prepares to serve a future term as President.
- Chairs at least one major committee.
- Contributes to the evaluation of the effectiveness of the Board’s decision-making process.
- Provides input to advance drafts and votes on the approval of any new or revised organizational policies.
- Acts as one of the signing officers for cheques and other documents.
- Works closely with the President in recognizing Board Members’ contributions to the Board’s work.
- Plays a supporting role in all fundraising activities.
- Promotes the organization’s purpose in the community and to the media.
- Orients the New Vice President.
- Performs other functions and duties as may be delegated by the Board.

Key Competencies

- Encouraging active participation and cooperation within the team.
- Effective communication and leadership skills.
- Strong commitment to the mission of the Icelandic Canadian Club of Edmonton.

Experience

Previous experience as a board member for a non-profit organization is an asset.

Term

All officers of the Board will be elected by a majority vote at the annual general meeting, and will remain in office for two years.

Evaluation

Criteria for evaluation of Board Members is to be determined.

Benefits

- Strengthening your management and leadership skills.
- Enriching your life through building relationships within the Icelandic community both locally and abroad.
- Experiencing and sharing Icelandic culture first hand.
- Increased opportunities for travelling and networking.

Time and Financial Requirements

- 10 hours per month, 10 months per year.
- Cost of transportation to and from meetings is not reimbursed.
- If attending the INL of NA convention, food & beverage costs are a personal expense, all other expenses must be approved by the AGLC.

Approved by:	Donna Crozier
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