



VICE PRESIDENT ROLES & RESPONSIBILITIES

The Vice President provides important assistance to the Executive and will act as a backup for the President if he or she is away.

- Serve as member of the Executive Committee, and as such assist the President, Secretary, and Treasurer.
- Learn the duties of the President and keep informed on key issues. Work closely as consultant and advisor to the President.
- Provide back-up to the President in the event that he/she is unable to attend events or continue to fulfill the role. This back-up usually consists of chairing a teleconference or meeting, but depending on circumstances may be more.
- Lead at least one committee.
- May act as signing officer for cheques and other documents.
- Ideally, the Vice President prepares to serve a future term as President, but this is not mandatory.
- Orients the new Vice President to assist in making a smooth transition for the Board.
- Responsible for annually calculating "Hours on the Box Seat" awards and create the AGM presentation. The Vice President may delegate this duty to another ACDA member.