



Position Description for the Vice-Chair

Role of the Vice-Chair

1. The Vice-Chair works collaboratively with the Board Chair and supports the Board Chair in fulfilling the Chair's responsibilities.

Responsibilities

2. A Vice-Chair, elected by the Board, has the powers and is expected to perform all the duties of the Chair during the absence or disability of the Chair, and shall perform such other duties, if any, as may be from time to time assigned to them by the Board of Directors.
3. The Vice-Chair may be called upon by the Chair to deal with urgent matters of the Board.

Skills and Qualifications

4. The Vice-Chair will possess similar personal qualities and skills as the Chair but may have less experience than the Chair.

Term

5. The Vice-Chair will serve an initial term of one year, renewal at the discretion of the Board. Preferably, the Vice Chair will assume this role for a two year period and then move to the position of Chair upon election by the Board.