



## **Vice-President**

- Working closely with the President, become familiar with the issues and procedures of the Association.
  - There can be more than one candidate in the Vice-President position,
  - Through shadowing and learning, gain knowledge and experience to run for election and replace the President role providing for continuity to the Executive team.
- Familiarize themselves with the by-laws of the Association and the roles of all officers, directors and chairpersons of the Association, and where possible, provide assistance to those officers in the execution of their duties.
- Keep abreast of all issues facing the Association and initiatives it undertakes.
- Assist the President in the performance and execution of their duties and to act on their behalf, should the President be unable to.
  - Should the President become unable to continue in their position, the Vice-President may be asked by the Executive to perform the President role, until a meeting of the membership can be held and a new President elected.
- Attend all Executive and Annual General Meetings and be a voting member of the Executive.
- Lead specific projects at the request of the President
- If necessary, be available to have signing authority for the finances of the Association along with one other approved signatory.