

**POSITION:**

**Vice President**

**TERM:**

One-year term

**TIME COMMITMENT:**

8-10 hours/month

**PRIMARY RESPONSIBILITY:**

To assist in the management and direction of the organization in a manner that is timely and consistent with the goals and policies of POC, becoming familiar with the entire operation of the organization.

**MAJOR DUTIES:**

The Vice-President will:

1. Provide support to the President of the organization, both in terms of vision and day-to-day operations of POC.
2. Chair meetings of the Board of Directors in the absence of the President.
3. Represent the organization on behalf of the President as requested.
4. Act as POC spokesperson when available and qualified, when the President is unavailable or unqualified to do so.
5. Preside over the Annual General Meeting in the absence of an Immediate Past-President.
6. Oversee Board elections in the absence of an Immediate Past-President.
7. Oversee the creation of the Awards Committee and act as the liaison between the Committee Chair and the Board if there is no Director at Large.
8. Board Liaison to the Nominating Committee if not already overseen by the Past President

**REPORTS TO:** President

**DIRECT REPORTS:** None