



<i>Date Drafted:</i>	6/17/2021
<i>Date Approved:</i>	
<i>Date Revised:</i>	

Role: Volunteer Vice-President

Time Commitment: Approximately 5-6 hours per month

Position Description:

The role of the Vice-President is to work closely as a consultant to the President and together with, or in absence of the President, attend meetings that affect the residents of the community.

Authority and Accountability:

The Board of Directors is the legal authority for the Livingston Community Association. The Vice-President is accountable to the Board of Directors. As a member of the Board, the Vice-President is in a position of trust for the community and is responsible for the effective governance of the organization. The Vice-President must assist in developing and maintaining positive relations among the Board, committees, and Community to enhance Livingston's mission and vision.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Member in good standing of the Livingston Community Association
6. Knowledge and skills in the areas of board governance: administration, finance, area planning, programs, and communications

Term:

The term shall be one year after the election at each Annual General Meeting and shall not exceed two years as outlined in the Bylaws. Removal of a Vice-President shall also follow guidelines set out in the bylaws.

General Duties:

1. Be a member of the Executive of the Board
2. Assist the President in the performance of the President's duties
3. Acts as the leader in the absence of the President
4. Be a designated signing authority on all bank accounts of the Association and, with the Secretary, on all contracts to be entered into on behalf of the Association in the absence of the President
5. Chair meetings in absence of the President
6. Learns the duties of the President and would be the likely successor of the president if desired
7. The Vice-President will be the direct successor of the President and becomes President if the office of the President becomes vacant for any reason before the end of the tenure