



ELK ISLAND LOGOS SOCIETY

JOB DESCRIPTION

POSITION: VICE PRESIDENT

Authority and Responsibility

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, the Vice President acts in a position of trust for the society and is responsible for the effective governance of the organization.

Requirements

Requirements of the Vice President include:

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 4) Support of any special events.
- 5) Support of and participation in fundraising events.

Term

The Vice President is elected by the membership at the Annual General Meeting and serves for a two-year term. The Vice President may be released at the end of the elected term, by resigning, or according to the Elk Island Logos Society's bylaws.

General Duties

The Vice President is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, program and advocacy for the Elk Island Logos Society

In addition to the General Duties of Board Members (Directors), the Vice President must:

- 1) In the absence of the President, chair the meetings of the Board and all meetings of the general memberships, and will not vote except to break a tie.
- 2) In the absence of the President, exercise all powers and prerogatives of the President. Oversee all aspects of the Elk Island Logos Society.
- 3) Take on, as part of their regular duties, other duties delegated by the President.
- 4) Pray for and support all Board Members with their duties and keep the board accountable.

Evaluation

A Vice President's performance is evaluated annually based on the performance of assigned Board and Vice Presidential requirements and duties.

Last Approved: October 8, 2019

Next Review: October 2021