



Idapei • Learning Disabilities Association of PEI

The right to learn, the power to achieve

Board Vice-President Role Description

Accountability

The vice-president is appointed in a manner consistent with the bylaws and is accountable to the Board of the Association.

Authority

- The vice-president has no formal authority to direct board members, staff or any of the affairs of the Association.
- Like other board members, the vice-president is entitled to make motions and vote on matters before the board.

Time Commitment

5-10 hours month (preparing for meetings, board meetings, executive committee meetings, committee responsibilities, attending Association events)

Term of Office

One year terms, renewable

Responsibility

- The vice-president is a member of the executive of the board,
- The vice-president will be the president-elect. This means the position is to be filled with a person who is willing to step into the president's position when the president's term has ended or is vacated for another reason
- The vice-president also chairs Board and Executive Committee meetings when the president is unavailable.
- The vice-president is expected to attend all Board and Executive Committee meetings

Primary Duties

In addition to the duties of every board member, the vice president is expected to:

- Participate in the preparation of the board and executive committee meeting agendas
- Assist the president in managing board and executive committee meetings
- As a member of the Executive Committee plan and prepare for the annual general meeting (AGM)
- Participate in the preparation of an annual statement from the board (board or governance report) for presentation at the AGM and inclusion in the annual report

Qualifications

The vice president must:

- Be committed to, and a clear understanding of the mission of the organization
- Be knowledgeable of meeting procedures and facilitation techniques
- Be familiar with the Association's bylaws, governance policies and decision-making (key governance items, motions and voting) procedures
- Have a minimum of one year of experience on the board