JOB DESCRIPTION - VICE-PRESIDENT

Summary

The Vice-President is the understudy to the President and backup leader of and spokesperson for the Club. It is generally accepted, but not compulsory, that the Vice-President will take on the role of President when the latter's term concludes.

Responsible To:

The Vice-President is directly responsible to the President and members of Workshop Camera Club. Responsibilities and Duties See attached detailed statement of duties.

Knowledge and Skills Required

Ideally, the Vice-President, as understudy to the President and potential leader of the Club, is someone who:

- Has a genuine interest in voluntary committee work in general and the objectives of the Club in particular
- Is well informed about all of the organization's activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the Club's By-Laws and the duties of all office holders
- Is a supportive leader for all the organization's members
- Has the ability to make decisions based on principles rather than on personalities
- Can communicate effectively and is not afraid to stand up and speak to a crowd
- Is able to act with diplomacy, tact and discretion, particularly when conflict arises during a meeting.

Estimated Time Commitment Required

The estimated time commitment (over & above attendance at each weekly club meeting) required as the President of Workshop Camera Club is 5 hours per month, allocated roughly as follows:

- Attend & chair Board /Committee meetings – 4 hours
- Other sundry matters – 1 hour

Term

The Vice-President is appointed for a twelve (12) month term.

Detailed Statement of Duties – VICE-PRESIDENT

Club Duties:

1) Whenever the President is absent from a general meeting, or a Management Committee meeting, the Vice-President shall preside. (See attached for details of the President's duties)

2) To welcome new members and visitors to the Club, and to introduce them to the facilities and activities of the Club.

3) Provide assistance to other members and Committee Chairs, particularly the Program and Education/Workshop Chairpersons.

4) To attend and participate in monthly Board meetings.

5) To send all correspondence to members related to Club activities, i.e. meeting information, rosters, etc. This information will be provided to the Vice-President **ONLY** by the President and other members of the Board. If a member needs to communicate information to the entire membership, this information must be approved by the President before it is sent out.

6) To oversee the set-up and clean-up of the Clubroom for each weekly meeting.

Statutory Duties:

1) To ensure, with the other members of the Board, that the legal responsibilities of the Club, including compliance with the By-Laws are met.