



Position Description

Vice President

The Vice President is a Director and Officer of Speed Skating BC.

Term

A director has a normal term of office of two years. The Vice President pursuant to Bylaw 6.2 4) must be elected in years that are evenly divisible by two.

General Duties

1. Responsible for chairing meetings in the absence of the President.
2. Will assist the President as required as well as act in place of the President when asked to do so by the President.
3. Provides input to the annual review of the Executive Director.
4. May assist in the orientation of new Board members.
5. Attends all Board and Annual General Meetings.

General Duties of the Board

The general duties and responsibilities of all Directors shall be:

1. meeting and maintaining the qualification requirements of a director of a Society as dictated by the BC Societies Act;
2. complying with the BC Societies Act and its regulations, including maintaining an acceptable standard of care for the organization, acceptance of liability for decisions made and actions taken, and declaration of any true or perceived conflicts of interest between the Director and the Society;





3. complying with the Society's Constitution and By-Laws, policies and procedures, as properly adopted by the Directors and/or membership;
4. preparing for each Board of Directors meeting by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings;
5. participating in the Board's governance role of oversight and accountability of the activities of the association actively participating in the Board's planning, monitoring and evaluation responsibilities;
6. submitting authorized expense claims plus required original receipts for approved expenses incurred on behalf of the Society in a timely manner.

Time Commitment - Moderate to High

The Vice President is a highly visible member of the Association and can be expected to attend several meetings and be consulted on a regular basis in the operation of the Association. The Vice President is expected to attend all Board meetings. The Board meets approximately 11 times per year in addition to the Annual General Meeting.

The Vice-President, in the President's absence, must perform the duties of the President

Updated & Board Approved April 2025

