**SAMPLE TEMPLATE**

**Position Title: Vice-Chairperson or Vice-President**

Authority

* The board of directors is the legal authority for the community league.

Term of Office

* Term of office is \_\_\_ years.

General Duties/Requirements

* A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
* Commit to the work of the organization.
* Review the board’s conduct and monitor its performance to ensure compliance with bylaws and policies.
* Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league’s mission.
* Orient new board members.
* Prepare for and arrive on time for all required meetings.
* Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
* Review the bylaws and recommend changes to the membership.
* Participate in the development of the league’s organizational plan, annual review and budget.
* Approve the budget and other financial matters.
* Prepare and present required reports at board meetings.
* Prepare and present an annual report at the annual general meeting.

Responsibilities

1. Acts in the absence of the president/chairperson.
2. Assists president whenever possible.
3. Is familiar with all committee members and their duties.
4. May act as a signing officer for cheques and other documents.
5. Other special duties by interest or assignment.