

Vice President's Roles and Responsibilities Overhaul (Director Position)

GENERAL

Each Director is responsible for exercising their power with competence and diligence in what they reasonably believe to be in the best interest of the Club with loyalty, honesty and good faith (fiduciary duty). Directors ensure that all duties of their position are performed to the satisfaction of the Club as a whole, either alone, through delegation, or in collaboration with other Directors and their assistants.

Directors are required to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of the Club, including any issues that affect the Club. Directors must refrain from placing themselves in a situation where their duty as a director conflicts with their personal interest or with their duty to others and must abide by the terms of the Club Letters Patent, By-Law, and Code of Conduct.

The official role of a **Vice President** is to be available when the president is temporarily unable to fulfill his/her responsibilities or to be readily available as a permanent replacement should the president need to step down.

In addition the Vice President also:

- needs to be aware of everything that goes on in the organization, from knowing what the committees are working on to being familiar with the status of any programs
- assists the President in the discharge of his/her duties
- ensures that the club's bylaw, code of conduct, and roles and responsibilities are kept up-to-date, in good order and made available as required
- proposes changes to the club's by-law, code of conduct, and roles and responsibilities, as needed, and presents such changes to the membership for approval
- recruits a list of candidates/nominees for the election of Director positions becoming vacant for next year's Board
- plans and organizes demonstrations either as requested by an outside organization, or to promote the club
- Chairs a social committee to plan and organize social events. The social committee is responsible to:
 - prepare a schedule of social events for the year along with their costs, to be approved by the Board of Directors
 - provide hospitality (beverages, snacks) for all general meetings or events open to all members, and to all work parties to encourage people to mix in a friendly atmosphere
 - plan and organize the social events approved by the Board of Directors