

## Hidden Valley Community Association

<b>First Vice-President Position Description</b>	<b>Date Drafted</b> <u>May 27, 2013</u> <b>Date Approved</b> <u>September 20, 2013</u> <b>Date Revised</b> _____
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The role of the First Vice-President is to assist the President as consultant and advisor, in preparation to serve as President in the future. The First Vice-President provides leadership to all committees while serving as chair to one committee.

### **Specific Responsibilities of First Vice-President**

In addition to the general duties and responsibilities of all Directors, the First Vice-President has these additional duties:

- Assists the President whenever possible
- Acts as leader in the absence of the President
- Prepares to serve a future term as President
- Is familiar with all activities of the Board of Directors
- Provides leadership and guidance to all committees
- Must chair one major committee
- Presides at Board and Member meetings in the President's absence
- Replaces the President at various functions (including meetings of the Federation of Calgary Communities and Ward 4) when asked to do so by the President or the Board
- Assumes the duties of the Treasurer or Secretary in their absence
- Can assume the duties of any vacant Director until the position is filled
- Has signing authority as determined by the Board

### **Authority and Accountability**

- The First Vice-President is elected by and accountable to the members of the Hidden Valley Community Association
- The First Vice-President serves as a member of the Executive Committee

### **Term**

- The First Vice-President is elected for a two (2) year term, renewable for two (2) terms maximum, at the Annual General Meeting.
- A Director must serve as a Committee Director for a minimum of one (1) year, prior to nomination to serve in an Executive Committee position
- A Director must serve in an Executive position for a minimum of one (1) year, prior to nomination for President
- Should the President position become vacant, the First Vice-President can be nominated for the President role after serving one (1) year of a two (2) year First Vice-President term.