Hidden Valley Community Association

Second Vice-President **Position Description**	**Date Drafted** May 27, 2013 **Date Approved** _____ **Date Revised** _____

The role of the Second Vice-President is to assist the First Vice-President as consultant and advisor. The Second Vice-President provides leadership to all committees while serving as chair to one committee.

Specific Responsibilities of Second Vice-President

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

- Assists the Vice-President whenever possible
- Acts as leader in the absence of the Vice-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 First Vice-President's absence
- Replaces the First Vice-President at various functions (including meetings of the Federation of Calgary Communities and Ward 4) when asked to do so by the President, First Vice-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 Second Vice-President is elected by and accountable to the members of the Hidden Valley Community Association
- The Second Vice-President serves as a member of the Executive Committee

Term

- The Second 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 Vice President

- Should the First Vice-President position become vacant, the Second Vice-President can be nominated for the First Vice-President role after serving one (1) year of a two (2) year Second Vice-President term.