



## CITADEL COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

**Role:** **Vice-President**

**Authority and Responsibility:**

The Board of Directors is the legal authority for the Citadel Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

The Director keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Citadel's mission and vision.

**Requirements:**

Requirements of the Vice-President include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Member in good standing of the Citadel Community Association
6. Knowledge and skills in the areas of board governance: administration, finance, area planning, programs and services, and communications

**Term:**

As outlined in the Bylaws of the Citadel Community Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be one year and will not exceed two years except under conditions outlined in the CCA Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws.

**General Duties:**

1. Acts as leader in the absence of the President
2. Chairs Board meetings and the AGM in absence of the President
3. Learns the duties of the President
4. Serves on the Executive Committee
5. Works closely as consultant and advisor to the President
6. Prepares to serve a future term as President
7. Chairs at least one major Committee
8. Acts as a signing officer for cheques and other documents
9. Orients the new Vice-President
10. Together with, or in absence of the President, attends meetings that affect the residents of the community, such as those hosted by the Federation of Calgary Communities, Ward 2 Alderman and Police Commission.