

BOARD MEMBER JOB DESCRIPTION TEMPLATE

POSITION TITLE	VICE PRESIDENT - ADMINISTRATION
RESPONSIBLE FOR: <i>1-2 sentence general overview of area of responsibility</i>	Assisting the other members of the RNS Board of Directors in their duties Performing the duties of the President in their absence
RESPONSIBLE TO: <i>Reporting relationship and accountabilities</i>	Reporting to the RNS Board Of Directors and Membership
QUALIFICATIONS: <i>This can include education and/or specific training (ie. Drivers license)</i>	<ul style="list-style-type: none"> • Annual planning, governance, and policy development experience. • Experience with being on an on-profit Board of Directors
SKILLS REQUIRED: <i>List of required skills and abilities. Be specific and minimum qualifications, not ideal ones.</i>	<ul style="list-style-type: none"> • Computer skills including Microsoft Office, internet and email • Organized • Ability to work independently & as a member of a team. • Understand and support LTAD and Tenets of CS4L.
MAIN DUTIES: <i>A list of tasks performed. Think of long range duties (participation in yearly event, monthly reports) as well as more frequent tasks (respond to member inquiries).</i>	<ul style="list-style-type: none"> • With Executive Director plan and coordinate the AGM, planning meetings, workshops, conferences, etc. • Prepare Monthly reports and report for AGM. • Attend meetings, President Meetings, Planning meetings and AGM. • Be the official contact with the salaried staff, do yearly assessments of staff, renew contact and over see the general office administration in liaison with VP Finance and Executive Director. • Perform the duties of the President in their absence • Act as interim President in unforeseen circumstances (e.g. resignation) and serve as chairperson at the next meeting called to elect a new president. • With the assistance of the Executive Director ensure the updated Policy Manual is distributed to all members prior to September 1st. • Any other reasonable duties prescribed by the Board • Signing officer of the organization • Attend Annual Board planning meeting. In years a new President is elected, assist the Executive Director with Board Planning meeting agenda.
EVALUATION <i>How is effectiveness in this position assessed?</i>	BLOCK FUNDING DOCUMENT, PERFORMANCE PATHWAY, REPORTING TO SNS, NS GOVERNMENT, AND RC
TIME COMMITMENT: <i>Approximate time commitment broken down by week, month or season depending on position.</i>	DEPENDS ON TIME OF YEAR COULD BE 5 TO 10 HOURS PER WEEK
POSITION TERM:	2 years Commencing on even numbered years
OTHER CONSIDERATIONS: <i>Any other considerations or benefits that a volunteer should be made aware of.</i>	STRATEGIC PLANNING EXPERIENCE, UNDERSTANDING OF NFP GOVERNANCE. REPRESENTATION AT PROVINCIALS FOR A MINIMUM 4 HOURS
APPROVAL DATE: <i>Job description date of approval.</i>	MAY 201_
REVIEW DATE: <i>Job description date for review.</i>	JANUARY 201_