

1st Vice President
Position Description

Position: 1st Vice President

Authority and Responsibility:

The Board of Directors is the legal authority for the Winnipeg and District Branch of the National Association of Federal Retirees. As a member of the Board, a Director acts in a position of trust for its members and is responsible for the effective governance and financial accountability of the organization.

Requirements:

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, human resources, and advocacy.
3. Willingness to serve on committees.
4. Attendance at Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings.
7. Support of special events.

Term:

Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term and may be re-elected to the same or new position. Board Directors shall not hold the same position for more than four (4) consecutive years. Director's term begins at the time of election.

General Duties:

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, human resources and advocacy.

The 1st Vice President must be prepared to:

1. Act in the absence of the President.
2. Serve on the Executive Committee.
3. Learn the duties of the President and keeps informed on key issues.
4. Work closely as consultant and advisor to the President.
5. Prepare to serve a future term as President.
6. Chair at least one major committee.
7. Act as one of the signing officers for cheques and other documents, such as contracts and grant applications.
8. Orient the new 1st Vice President.
9. Have no direct role in carrying out programs and services.

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Review Date and Approval Date:

The Nominating Committee annually reviews the 1st Vice President's job description.

Recommended changes are presented to the Board.

Approval by Board Meeting Minute dated: September 8, 2016

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