

VICE PRESIDENT POSITION DESCRIPTION

The Vice President provides leadership to the Board. The Vice President is accountable, and responsible, to the Board and the ALCA membership.

The Vice President assists the President in providing leadership by facilitating communication within the Board and throughout the Association. The Vice President is also responsible for liaising with the National Conference Coordinator.

FUNCTIONS AND RESPONSIBILITIES

In addition to the Board Director's Position Description, the Vice President will:

- In the President's absence the Vice President assumes the responsibilities of the President.
- Assist the President to establish in conjunction with the Board and support of the membership the overall short and long term goals, objectives and priorities for ALCA in meeting the needs of the membership
- In the absence of/ or in conjunction with the President be the spokesperson for ALCA to the media and community at large
- Remind Board Directors of their commitments to action from the previous Board meeting, well prior to next agenda meeting;
- Enhance relationships with other affiliate organizations and professional bodies
- Represent the organization to appropriate Government agencies and relevant International groups as required
- Signing authority on behalf of the Board for financial and legal purposes as required by the President
- Chair all National meetings in the absence of the President
- Orient the incoming Vice President to the role and transfer all relevant materials and files to the incumbent within two weeks of taking office.

REQUIREMENTS:

The Vice President of ALCA will:

- Have been a member of the ALCA Board for at least two years prior to election;

The Vice President will have the ability to:

- lead a decision-making group;
- analyse and discuss issues of policy and organisational process;
- identify issues for discussion and action
- support Directors of the Board work to allocated deadlines;

- represent ALCA when called upon to do so by the Board.

TERM OF OFFICE

As per the ALCA Constitution, Rule 14.10, a one year term is renewable for up to another three terms (total of 4 years as Vice President).

When the individual's circumstances warrant it, resignation may be tendered in writing to the

Board. Likewise, when circumstances warrant, the President can be removed from office by a majority vote of the Board. The President's authority to act on any issue can also be suspended by a majority vote of the Board.

EQUIPMENT REQUIRED

As per Board Director job description

TIME COMMITMENT

Minimum: 10 hours per week.

I _____ have read and accept the requirements of this Position Description.

Signature

Dated _ / _ / _