



Director Job Description: Vice-President

Term: Two (2) years

Time Commitment: Approximately 20 hours annually

Revised: June 2020

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

Job Overview:

The Vice-President shall assist the President of the Board of Directors in performing his/her duties and responsibilities and serve as a member of the Nominating Committee of the Board.

Position Specific Duties and Responsibilities:

1. In the absence of the President, performs the duties and exercises the powers of the President
2. Serves as a member of the Nominating Committee
3. Serves as a Signing Officer of Learning Unlimited Etobicoke
4. Serves as the LU representative to The Third Age Network (TAN)
5. After two (2) years stands for election to the position of President at the Annual General Meeting
6. Helps recruit new Board members
7. Acts as a public Ambassador for the organization

Competencies and Qualifications:

1. Excellent analytical and problems solving skills
2. Excellent interpersonal, team building and facilitation skills
3. Computer competency in Word, Excel and e-mail