



## Capital City Executives' Association Roles & Responsibilities ~ Vice President

Last updated: March 2014

*The Vice President is elected by the members of the association. The term is for one year.*

Under the guidance of the Board of Directors (BOD), and with support from the Executive Assistant (EA), the Vice President (VP) is responsible for the following:

- Attends, reports and chairs all BOD Meetings
- Replaces the President in his/her absence in all duties
- Sits on the HR Committee with respect to the position and duties of the EA
- Is authorized to sign cheques on behalf of the association
- Presents a synopsis of the year's work in the role of VP to the members at the Annual General Meeting
- Upon completion of his/her term the VP will liaise and provide information to the incoming VP