



## Position Description

### Vice President

#### Portfolio: Membership

The purpose of the Vice President is to actively prepare for assuming the duties of President, to support the President as requested and to become President if the President cannot complete the term of office. In addition, the Vice President is responsible for the management of membership information, affinity programs and volunteer recruitment.

Primary responsibilities:

- Support the President to apply governance documents (bylaws, policies, procedures) in leading the operation of the Society.
- Support the President to prepare meeting agendas and chair meetings in the President's absence.
- Respond to [info@ptsa.ca](mailto:info@ptsa.ca) inquiries and resolve membership related issues.
- Act as the point of contact for affinity programs (HDF Insurance, TD Insurance, Mark's discount cards) and ensure the programs are facilitated according to contracts/procedures.
- In the absence of a Membership Director, provide the board with regular updates on current membership numbers.
- Along with, or in the absence of, the Past President, coordinates a response on PTSA's behalf to ACP, Alberta Health and other consultations.

The Vice President may also be requested to:

- Act as a signing officer

All board members are responsible to:

- Prepare for and attend board meetings and the annual general meeting.
- Report on the status of assigned initiatives and keep the board apprised of completed work.
- Recruit, chair or liaise with committees in order to achieve initiatives.
- Prepare blog submissions to communicate with the membership.
- Approve an annual budget and ensure expenditures are within the budget.
- Develop and or maintain policies for governing the Society.
- Represent PTSA at various functions.
- Assist the transition of successors.