



## Position Description

### Vice President

The Vice President supports the President in providing leadership and strategic direction for PTSA. This role serves as a member of the Executive Committee, helping to guide the organization's vision, governance, and operations. The Vice President assumes the duties of the President in their absence. This position is also designed as a succession role, preparing the Vice President to transition into the President position. As a member of the PTSA Board, the Vice President ensures that work is aligned with PTSA's overall mission and strategic goals.

#### Key Responsibilities

##### Strategic Oversight & Initiative Tracking

- Collaborate with the President and Executive Committee to monitor progress on PTSA's strategic plan and ensure initiatives remain aligned with organizational priorities.
- Support the development of project charters and performance indicators for strategic initiatives.
- Regularly review initiative timelines, deliverables, and outcomes to ensure projects are on track and within scope.

##### Collaboration & Leadership

- Assist the President in leading board meetings, strategic planning sessions, and organization oversight.
- Step in to fulfill the President's duties when they are unavailable.
- Chair related working groups and committees as needed to achieve strategic initiatives.
- Support the transition of successors and contribute to board continuity.
- Collaborate with the Executive Committee to ensure that recommendations for board approval are based on data, input and best practices, and are well-documented.

##### Communication & Engagement

- Serve as the first point of contact for external inquiries to the [info@ptsa.ca](mailto:info@ptsa.ca) email, ensuring timely and professional responses or referrals to the appropriate board member or Administrator.
- Prepare blog posts and updates to inform and engage PTSA members on initiatives.
- Represent PTSA at various external meetings and events.

## **Governance & Accountability**

- Act as a signing officer as needed.
- Attend and actively participate in board meetings and the Annual General Meeting.
- Report on assigned initiatives and progress to the board.
- Promote accountability by encouraging regular reporting and reflection on progress during board meetings.
- Contribute to the development and approval of the annual budget and ensure expenditures align with advocacy priorities.
- Assist in policy development and governance of the Society.

## **Qualifications**

- Full Pharmacy Technician Member
- Previous board or leadership experience within PTSA or a similar organization.
- Strong leadership, communication, and organizational skills.
- Experience with strategic planning, project oversight, or nonprofit governance is an asset.
- Capable of representing PTSA professionally to the membership and partner organizations.
- Familiarity with digital tools for communication and document sharing (e.g. Google Workspace, Zoom).
- Able to attend daytime meetings with external partner organizations as needed.

## **Time Commitment Expectations**

- Attend regular virtual board meetings: 2 hours/bi-monthly
- Lead committee work: 2-4 hours/month
- Review email and documents: 1-2 hours/month (includes policy drafts, minutes, etc.)
- Participate in strategic planning/board development: 6 hour in-person meeting 1-2 times per year
- Attend the annual general meeting (AGM) in-person: 2 hours
- Complete orientation/onboarding: 3-4 hours at start of term
- Participate in events such as the annual conference: optional but encouraged

Total Monthly average = 6 – 10 hours

- Additional time may be required during strategic planning cycles or when acting on behalf of the President.