

CORKERY COMMUNITY ASSOCIATION

Position—Vice President

Duties and Responsibilities

Under the general direction of the CCA Board of Directors, the Vice-President shall be vested with all the powers and shall perform all of the duties of the President in the absence, disability, or refusal to act of the President. The Vice-President shall have all the powers and duties as may, from time to time, be assigned by the Directors. The Vice-President shall work closely with the President. Where necessary, duties associated with this position may include, but are not limited to:

- chairing all meetings and ensuring that all meetings run on schedule and follow the agenda.
- chairing Annual General Meeting and presiding over election of members to the Board;
- representing CCA at regular meetings of Presidents of West Carleton community associations, and acting as liaison between CCA and the City of Ottawa;
- assisting in setting up sub-committees as required to achieve CCA goals;
- acting as primary point of contact for all CCA correspondence;
- authorizing and signing for all CCA expenditures;
- ensuring that all decisions of the Board of Directors are carried out
- resolving any conflicts which may arise between members of the CCA Board of Directors.

Knowledge and Abilities

Candidates for the position of Vice-President should have the following basic knowledge and abilities:

- the ability to motivate and provide broad general direction to members of the CCA Board of Directors;
- the ability to prepare well-written proposals and reports and present such proposals and reports to a wide range of audiences;
- the ability to deal effectively with municipal officials, elected officials, board members and the general public.
- access to and familiarity with e-mail for communication purposes.

Commitment

This position requires, on average, a time commitment of six hours per week.