

National Association of Federal Retirees

Calgary and District Branch

Title: Branch Vice President

Role: As the Vice President of the branch board, he/she assumes the duties of the President in the event of the President's absence. The Vice President's role is defined by the branch by-laws and duties are carried out as assigned.

Activities:

The Branch Vice President is responsible for the following:

- Acts in the absence of the President
- Serves on the Executive Committee
- Becomes well versed with the duties of the President and keeps informed on all key issues
- Works closely as a consultant and advisor to the President
- Ensures the succession plan is in place to serve a future term as President
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications
- Assists with the onboarding and orientation of board members and committee chairpersons of the board

General Expectations

- Respects and follows all Association and Branch bylaws, regulations and directives, including the Code of Conduct.
- Attend all Board meetings, assigned committee meetings and the Annual General Meeting
- Attending these meetings fully prepared in advance to facilitate the efficient running of the meetings
- Supervises and mentors key volunteer roles
- Prior to vacating the Vice President position, assists in recruiting and training a successor.
- Participates in National Office training and information sessions

Skills and Competencies

- Strong leadership skills
- Knowledge of general Human Resources management principles
- Knowledge of best practices in volunteer management and engagement
- Mentoring/coaching skills
- Ability to deliver presentations
- Excellent interpersonal and communication skills
- Excellent organizational and time management skills
- Knowledge of Microsoft Word, Excel Zoom platform and the use of the internet

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