



Board Position Description – Vice President

Policy Type: Board	Approval Date: February 25, 2009
Sub-Category: Governance	Amended: April 4, 2012
Last Review Date: November 23 2015	Next Review Date: November 2018

Term of Office:

The term of office is two years, renewable once. A partial term longer than 12 months is deemed to be a full term. The term of the incoming Vice President will begin immediately following the Annual General Meeting (AGM). Also refer to the AOM Constitution.

Board Responsibilities:

- Fulfill duties as outlined in Article 5 of the AOM Constitution
- Determine and support the organization's mission, vision and values
- Ensure a strategic plan is developed and guides the operations of the AOM
- Ensure the budget adequately reflects the organization's program priorities
- Set and support policy on all non-administrative matters
- Provide financial oversight by ensuring proper financial policies are in place and an audit is conducted on an annual basis
- Provide oversight on issues of legal and regulatory compliance, ensuring that AOM's obligations are met
- Represent the AOM to stakeholders and the public as requested
- Serve on AOM Committees and/or Workgroups as required
- Prepare for, attend, and participate in approximately five regular Board Meetings per year (one of these meetings is in-person)
- Prepare for, attend, and participate in the annual two day Board intensive (Board members are asked to be off-call for this meeting only)
- Assist in the hiring and performance review process of the Executive Director as required
- Participate in the Recruitment, orientation and training of new board members
- Conduct regular performance reviews of the board as a whole

Vice President Responsibilities:

- Work together with the President to effect the purposes of the AOM
- Exercise any or all of the duties of the President in the absence of the President or if the President is unable for any reason to perform those duties
- Participate as a vital part of the board leadership
- Serve on the Executive Committee
- Serve as Chair of the Leadership Development Committee
- May serve on the CAM Board as the President's delegate
- Perform any other duties which the Board may, from time to time, assign.

Estimated Work Hours:

Description	Estimated Hours
Board work hours (meetings, preparation)	32 hours/year
Board Intensive work hours (meetings, preparation)	18 hours/year
Executive Committee	12 hours/year
Chair, Leadership Development Committee	12 hours/year
Other Vice President duties as assigned including acting on behalf of the President	60 hours/year

Approximate hourly commitment: 11 hours per month

*Also Refer to: Stipend Policy
Financial Reimbursement Policy*

This policy replaces: AOM Policy – Board Descriptions – General