



## Board of Directors Job Description: Vice President

- Reports to:** BHCA Board of Directors  
**Term of Office:** Two years  
**Time Commitment:** Eight hours per month (meetings, preparation, action items, projects)

The mission of the Beddington Heights Community Association is to create opportunities for the community to connect, participate, communicate and learn. Our vision for Beddington Heights is a community with caring and engaged residents, accessible programs and services, beautiful open spaces and a safe and welcoming atmosphere.

### Responsibility (the official part)

The Board of Directors is the legal authority for the Beddington Heights Community Association (BHCA) and in accordance will act on behalf of and in the best interest of the BHCA. The Board of Directors are collectively accountable to the community, funders and other stakeholders and accept fiduciary responsibility for the BHCA as per Bylaws. They are accountable for BHCA's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources related to BHCA programs and services, including our Before and After School Program.

### Benefits (the fun part):

- Get to know your neighbours and fellow community volunteers
- Practice your current skills or learn new ones in a friendly environment
- Learn more about what is happening in your neighbourhood and City
- Create meaningful programs, events and opportunities for residents to connect
- Give back to the community in a meaningful way

### General Duties (the work part)

#### Every member of the BHCA Board of Directors is expected to:

- Be a member in good standing of the BHCA
- Demonstrate loyalty, commitment and fiduciary responsibility to BHCA
- Assist in developing and maintaining positive relations among the board, committees and communities
- Maintain confidentiality in relation to discussions and reports not publicly available
- Abide by BHCA bylaws, code of conduct, and policies
- Be adequately informed on community issues and BHCA matters



## Board of Directors Job Description: Vice President

- Participate in discussions and decisions in matters of policy, finance, programs, events, personnel and advocacy
- Prepare for and arrive on time for all required meetings
- Participate in the recruitment and orientation of new board members
- Approve the budget and monitor financial performance and other matters in relation to it, including appointing independent auditors at the Annual General Meeting
- Be assured that the BHCA and committees are adequately informed of and monitoring - the condition of BHCA and its operations
- Attend and participate in the Annual General Meeting
- Participate in fundraising activities as needed, including casinos every 18-24 months
- Participate in the development of the BHCA's strategic plans, annual review and budget
- Ensure all required government, AGLC, and grant reports are prepared and submitted in a timely manner
- Develop, monitor, review and approve all policies that guide operation practices and other recommendations received from the board, its committees and staff
- Monitor the performance of the organization in relation to strategy and objectives
- Review and monitor board conduct and compliance with bylaws and policies
- Participate in any other way that is helpful to the advancement of the organization

### Responsibilities of Vice President:

- Acts as leader in the absence of the President
- Chairs Board meetings and the AGM in absence of the President
- Learns the duties of the President
- Serves on the Executive Committee
- Works closely as consultant and advisor to the President
- Prepares to serve as President in a future term
- Chairs at least one Committee
- Acts as a signing officer for cheques and other documents
- Together with, or in absence of the President, attends meetings that affect the residents of the community

### Qualifications (the personal part)

- Responsible and community-minded
- Knowledgeable or curious about the community and its residents
- Committed to BHCA mission and strategic direction
- Open to new projects and ideas
- Able to create and work in a team environment



## Board of Directors Job Description: Vice President

- Collaborative, inclusive and respectful

### **Removal of a Board Member:**

A director may be removed from the board, by majority vote, if absent from three meetings without reasonable cause or if acts against the best interests of the Association as per Bylaws.

**Contact:** [bhca@beddingtoncommunity.ca](mailto:bhca@beddingtoncommunity.ca) for more information or to express your interest!