

Vice-President – Job Description
Term: 2 years

Attend all monthly meetings as scheduled and conduct meetings in the President's absence. (A meeting agenda is prepared by the President prior to the monthly meeting and emailed to the executive.)

Attend the Annual General Meeting and conduct meeting in the President's absence with the assistance of the Executive.

Assist President in providing mentorship and guidance to special committees organizing events throughout the calendar year.

Assist the President in overseeing the day to day operations of the West Park Community Association.

Perform duties as assigned and/or designated by the President or the Executive.

Assume full responsibilities of the President for the remainder of the elected term in the event the President is unable to fulfill his/her duties.