



JOB DESCRIPTION

ELECTED POSITION: VICE PRESIDENT

(REVISED NOVEMBER 2010)

GOAL OF POSITION:

- To assist the President of the Forest Heights Community Association (FHCA) and perform the duties of the President on request or in the absence of that officer.

RESPONSIBILITIES:

- To provide an alternate contact person to the president.
- Assist president and be familiar with FHCA activities.
- To provide assistance as required in the form of direction, input and possibly chair any ad hoc or long standing committees.
- Co-signing authority of FHCA cheques.
- Abide by the FHCA constitution.

QUALIFICATIONS:

- Interest in learning about presiding over meetings and proceedings of the Forest Heights Community Association.
- Good communication skills – willingness to learn.
- Member in good standing of the FHCA.
- Submit a Police Record Check and payment receipt. The processing fee will be reimbursed by the FHCA with receipt.

ESTIMATED TIME REQUIRED:

- Varying commitment between 2 to 10 hours per month.

TRAINING REQUIRED:

- Training and orientation provided by the FHCA.
- Assistance from the District Facilitator upon request.
- Be familiar with the FHCA programs, policies and procedures.

BENEFITS:

- Excellent job training skills in organizing, supervising and teamwork.
- Opportunities to attend workshops, meetings, courses, etc.
- An excellent way to meet the people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Forest Heights Community Association Executive

FOR FURTHER INFORMATION:

Contact the Forest Heights Community Association, 519-741-2621.