

Lambeth Art Association
Job Descriptions for Executive and Convenor Positions

2. Title: Vice-President

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General Description of Position:

- Learns the President's role to maintain consistency of operations for their term as President;
- Assists the President;
- Perform the President's duties in the President's absence;
- Heads up the annual review by the Executive Committee of the Constitution and Policy and Procedure documents.

Skills Required (*technical or otherwise*): Must have general computer knowledge and of Word. Must have good organizational skills. Must be able to communicate by email. Should have a general knowledge of Robert's Rules. Past administrative experience is helpful but not essential. Some knowledge of LAA and its history is helpful.

Approximate Amount of Time Required (*daily, weekly, monthly, annually?*): Usually, this job requires minimal time, but it is expected that the vice-president will step into the president's position within two years.

Can this job be shared/shadowed? Yes.

Comments, Suggestions and Helpful Hints: The Vice-President should be familiar with the President's job description. They should be flexible and willing to assist the president when asked. The Vice-President should be comfortable speaking to large groups of people. As a support, the vice-president may be required to preside over both executive and general meetings, oversee club activities, and act as a spokesperson for LAA.