



## FRIENDS OF STRATHCONA COUNTY LIBRARY (FSCL)

### BOARD VICE-PRESIDENT Role Description

**Role Title:** Vice-President

**Role Purpose:** The purpose and role of the Vice President is to support the President of the Board and Executive Committee in fulfilling their duties.

**Location and Commitment:** Meetings once a month, in person. Board commitments are 2 years in length. Monthly commitment depends on Board activity every month. All Board Members are expected to participate in the overall running of the board. The Vice-President role is expected, if possible, to move into President role when the Vice President commitment is done.

**Skills & Experience:**

- Leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Ability to establish and maintain positive relationships with community organizations.
- Demonstrated experience in committee work.
- Commitment to the goals and vision of the Friends of Strathcona County Library.

**Duties & Responsibilities:**

- Assists the president in the performance of his/her duties
- Be a sounding board and assistant for the president
- May also be assigned responsibility for special projects or undertakings
- Performs the duties of the president in his/her absence which include the following:
  - Act as chief executive officer and preside at all meetings of the Board
  - Hold regular meetings of the Board to discuss organization and work plans
  - Liaise on a regular basis with the designated Library Liaison and Librarian to determine priorities and needs
  - Establish relationships and liaise with other community organizations.
  - Encourage participation of all members.
  - Ensure effective implementation of committee structure supporting the Coordinator Positions.
  - Report annually to the Strathcona County Library Board/executive.

**Training & Support:** The Vice-President will closely work with the Executive of the board including Treasurer, Secretary and President. They will be supported by president.

**Benefits:** Support and be an important part of an organization that advocates for and raises funds for Strathcona County Library.

**How to apply:** Please check out our website at <https://friendsscl.ca> or email us at [volunteer@friendsscl.ca](mailto:volunteer@friendsscl.ca) or check out our profile at Volunteer Connector ([www.volunteerconnector.org/](http://www.volunteerconnector.org/)) and connect with us there!