



## Vice President

**Term:** One year with automatic succession into the President role.

### Key Responsibilities

- Fills in for president in any capacity as necessary in president's absence. Examples include chairing executive meetings and acting as emcee for IABC events;
- Serve as main liaison and junior voting delegate to the IABC Canada Western Region board, and maintain contact with Canada West Region (CWR) and International through regular meetings/conference calls;
- Function as an authorized signing officer for all financial accounts and all MOUs and agreements as necessary.
- Together with the past president, provides counsel to the president on the direction and progress of the chapter;
- Works with the current and past presidents on initiatives to further the profile and success of the chapter;
- Keeps on top of the activities of other board members, helping to identify issues and provide help as needed;
- Automatic succession to position of president: prepares for the position by participating in IABC training and networking sessions such as Leadership Institute and Dare to Lead.

### Key Deliverables

- To Represent IABC Saskatoon at all IABC meetings by phone and once yearly in person;
- Facilitate at least two check-in meetings with designated portfolios in conjunction with the President.

### Skills Learned

- Management skills
- Delegation
- Budgeting and strategic planning