



Canadian Hospice Palliative Care Association

Association canadienne de soins palliatifs

POSITION DESCRIPTION	VICE PRESIDENT GP 12.3
GOVERNING STYLE	
The Vice-President will act in a strategic manner that emphasizes long-range vision, proactive leadership on key issues, and policy development that will define and guide the ongoing work of the association.	
PURPOSE	
The purpose of the Vice-President is to provide support to the President.	
RESPONSIBILITIES	
The Vice-President shall: <ol style="list-style-type: none">1. Act as a member of the Executive Committee2. Assume the role of the President if the President is unable to carry out the responsibilities of the position.3. Represent the association at official meetings and functions at the President's request.4. Sign the approved minutes of each Board of Directors meeting after the meeting minutes have been approved by the Board of Directors.5. In conjunction with the President, provide timely orientation to new Board Members.	
QUALIFICATIONS	
<ol style="list-style-type: none">1. Leadership and experience in the field of hospice palliative care2. Detailed knowledge of the Mission and Vision of the association3. Knowledge of Parliamentary Procedure for the conducting of meetings of the association4. Highly motivated with exceptional leadership qualities5. Excellent communications skills6. Able to work in a team/collaborative environment	
DATE OF FINAL APPROVAL: APR. 2008	
APPROVED BY: BOARD OF DIRECTORS	
DATE OF LAST REVIEW: OCTOBER 2016	
DATE OF LAST RE-APPROVAL: OCTOBER 2016	
NEXT REVIEW DATE: OCTOBER 2019	