



## BCTTNS VICE PRESIDENT JOB DESCRIPTION

### **Vice President**

The Vice President should have all past experience in various executive positions on committees or boards. She/he should have good verbal and written communication skills and be familiar with the job descriptions and ongoing activities of all other executive positions of the Board of Directors of BCTTNS.

The Vice President:

- Fulfills the responsibilities of the President in the event that she/he for any reason, the position, is absent or is unavailable to fulfill the duties described in the BCTTNS job description.
- Chairs the board meetings in the absence of the president.
- Acts as a resource person to other board members.
- Assists in the recruitment of members for board, sub-committees and working groups as necessary.