

Fort Sackville Foundation
Vice President—Volunteer Job Description

A member of the Fort Sackville Foundation (FSF), the volunteer Vice President shall:

- be a member of the Board of Directors and work collaboratively with FSF executive and coordinators.
- reports to the FSF Board of Directors (BOD).
- is an Executive Officer. *
- assumes duties of the President in their absence.
- attends meetings of the BOD and the Executive Committee. *
- provides information/content to the Corporate Secretary for distribution to members.
- in collaboration with the President, Corporate Secretary, and Treasurer, develops an annual calendar of events for the FSF, including meeting dates for BOD and Executive, general meetings and the annual general meeting, etc.
- in collaboration with the President, Corporate Secretary, and Treasurer, completes all required documentation for grants for special projects and for summer students.
- in collaboration with the Executive Committee, when appropriate, select the volunteer to be nominated for available awards i.e. the Bedford Volunteer of the Year award, ANSM Awards, and CNSA awards.
- assists the President with planning all meetings
- assists the Program Coordinator with guest speakers.
- submits, if required, an estimate of expenses for annual budget deliberations.

*Executive Committee refers to the FSF Executive Officers (President, Vice President, Treasurer, and Corporate Secretary) plus the Committee Chairs.