



Vice President

Accountability

President
Board of Directors
General Membership

Term

Elected for 2-year term in odd-numbered years (2013, 2015, 2017, etc.)

Mandate

- Protect the integrity of the SCCL by ensuring the following:
 - That it is operated on a consensus basis within a democratic format
 - That the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement, and the EFCL Code of Ethics
 - That SCCL activities are guided by current policies and procedures
- Provide leadership to the Executive Board and SCCL by taking a community-wide perspective on issues
- Chair Nomination Committee (board recruitment)
- Fill Presidential roles and responsibilities as required

General Duties

Meetings

- Prepare for regular monthly board meetings by reading over materials prior to the meeting.
- Chair meetings and prepare agendas in the absence of the President
- Prepare report for Annual General Meeting of highlights and significant work of the previous year, including actions of the Nominating Committee.

Board Development

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Representation on Committees

- Chair the Nominating Committee, which is active in board recruitment prior to each Annual General Meeting, or as vacancies require
- May sit as chair or member of any other committee of the board.

Volunteer Recognition

- Recognize members' contributions to the SCCL.
- Submit list to Volunteer Appreciation organizer of volunteers to be invited to any events recognizing SCCL volunteers.

Relationship Building

- Encourage Executive Board and membership to participate in meetings and SCCL activities.
- Play a leading role in supporting fundraising activities and championing special projects.
- Liaise with other directors and committees to ensure active participation and needed representation and membership

SCCL Representation

- May act as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Submits budget (if funds required) to the Treasurer as requested.

Note: Representation in the community (on committees and attending meetings and events) can be delegated by President, as appropriate.

Requirements

- Dedication to supervise and motivate others in a team environment and requisite skills (including problem solving, dispute resolution, communication and leadership).
- Previous experience on the Board is an asset.
- Time commitment of at least 10 hours per month, can include 1 - 2 evenings per month to attend and/or chair meetings plus adequate preparation time; plus time to field ad hoc items and follow-up on SCCL business.
- Can take the AGLC GAIN course(s) on casino applications and expenditures after assuming office.