



VICE PRESIDENT - POSITION DESCRIPTION

Softball BC

Link to Mission: Softball BC's mission is to grow softball across British Columbia by supporting players, coaches, umpires, clubs and volunteers through inclusive pathways that develop people, strengthen communities, and inspire excellence. The Vice-President works closely with the President to ensure the effective governance of Softball BC and assumes the President's duties in their absence.

Authority and Responsibility: Responsible to the Board of Directors through the President.

Requirements:

- Commitment to the mission, values and work of Softball BC
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy
- Speak positively of Softball BC and assist in developing and maintaining positive relations among the board, committees and the softball community to enhance Softball BC's mission
- Is an active relationship builder and represents Softball BC at external events.
- Promotes Softball BC in the community
- Demonstrates loyalty, commitment and fiduciary responsibility to Softball BC

Skills and Attributes:

- Leadership qualities
- Strategic and/or visionary thinking
- Strong Communicator
- Good Facilitator
- Self-Aware
- Networking Ability
- Connected in Community
- Dedicated and committed to the mission of Softball BC
- Knowledgeable about Softball BC and the Canadian sport system
- Knowledge and understanding of Good Governance
- Ability to conduct a meeting
- Ability to analyze and take risks
- Long-term Commitment to Softball BC

Term: Vice President is elected/appointed by the Board of Directors following the Annual General Meeting of the Membership. The Vice President shall serve in the role for one year, with the option to be re-elected or reappointed in subsequent years.

General Duties: The Vice President will shadow the President, learning the requirements of the position in preparation for assuming the Presidency.

- Chairs board meetings in the absence of the President
- Meets regularly with the President to discuss the work of the Board
- In the absence of the President, the Vice President has the authority to perform the duties of the President.
- May be assigned other work, projects, committees and task forces as determined by the Board of Directors.
- Act as a signing officer of Softball BC.

Evaluation: Self and by the board, annually, based on the performance of assigned Board requirements and duties.

Review Date and Approval Date: The Governance Committee reviews the Vice-President's Position Description annually to coincide with the completion of the Board of Directors Recruiting and Development Matrix review. Recommended changes are presented to the Board.

Approval Date:

Review Date: