



Board of Directors

Vice-President

ABOUT US

Bourkevale Community Centre (BCC) is a not-for-profit organization operated by a volunteer Board of Directors. The Centre provides a wide range of programs and services to the community and organizes special events throughout the year.

ROLE OVERVIEW

The ***Vice-President*** is an assistant volunteer leadership position with a significant time commitment per month, including board meetings and special events. This role is responsible for providing governance and oversight of the Board of Directors, and to uphold the mission and values of the Community Centre, in consultation with the President.

As a member and leader of the Board, you will have an opportunity to make a meaningful impact in your community, continue to develop leadership and governance skills, and meet like-minded community members. All Board members must be a minimum of 18 years of age.

Note: This position should be prepared to be the President's successor.

KEY RESPONSIBILITIES

- Assists the President in overseeing Board meetings, governance, and plans to support the Centre's growth and sustainability.
- Serves as Meeting Chair and represents the Centre in the absence of the President.
- Presents a written and verbal report of activities related to the Vice-President role at the Annual General Meeting.
- With the President, generally supervises the affairs of the Community Centre. Ensures that the Board adheres to its Constitution, By-laws, Policies, and Ethical Standards.
- With the President, ensures financial accountability and sound management of resources.
- In conjunction with the President, and with the approval of the Board, decides the manner in which any agreements, letters, or other documents shall be signed, and assists with final decisions related to the Centre.
- Consults with the President and Executive Committee regularly on items pertinent to the Centre and to assist with setting the direction and objectives of the Board.

KEY RESPONSIBILITIES continued



- With the President, provides direction and mentorship to Board members in the performance of their assigned duties. Supports Board recruitment and engagement.
- Works collaboratively with all departments to uphold the mission and values of the Centre.
- Supports special events, where available.
- Other duties may be assigned by the President for the needs of the Centre, including grant writing and fund seeking.