



CHATV Vice President Job Description

The Vice President is elected at the Annual General Meeting and holds a two-year term.

The Vice President is a voting member of the CHATV Executive who attends all meetings of the Board of Directors and supports the President in the general management and of the affairs and operations of the CHATV.

The Vice President responsibilities include but are not limited to:

- Assume and perform the President's duties in the event of his or her absence or disability.
- Assist the president with tasks as required
- Coordinate the activities of the Directors and maintain liaison with such organizations, groups, or individuals as the Board of Directors deem necessary.
- Meet with governmental officials, sponsors and/or landowners as required
- Participate in trail maintenance and development activities

The Vice President will be a signing authority, along with at least two other Executive Directors.

Requirements:

- Candidate must hold a valid OFATV permit for a minimum of six months and / or be an affiliate club member of CHATV.

Time Commitment:

- The Board of Directors must meet a minimum of 4 times per year. Meetings have typically been held monthly, and last approximately 2 hours.
- Additional time would be required to work on the trail related tasks described above.

The ideal candidate for Vice President would:

- Have a high interest in club development and be an enthusiastic supporter of sustainable trails.
- Be comfortable communicating in front of people and working with community partners.
- Have effective listening skills and ability to understand various perspectives.



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- Have experience with volunteer boards or other positions demonstrating leadership.
- Have diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Provide support to CHATV Directors, Coordinators and/or Volunteer Committees
- Possess knowledge of trail development and GPS mapping
- Have a good understanding of health and safety matters.
- Possess personal qualities of integrity, credibility, and a passion for promoting the mission of CHATV.