



Position: Vice-Chair

Implemented on: June 2006

Position Summary

Serve as a representative of the membership in the on going governance of Snow Valley Racing Association according to the bylaws and policies.

Specific Accountabilities

Vice-Chair Duties:

- Prepare to serve a future term as Alpine Chair – work closely with the Alpine Chair to learn the responsibilities and keep informed on key issues.
- Preside over and conduct meetings in the absence of the Alpine Chair. Encourage Board members participation in meetings and activities and see that orders and resolutions of the Board are carried into effect.
- Focus the Board's attention on matters of institutional governance that relate to its structure, role & responsibilities and relationship to management. Ensure the Board adheres to its bylaws to fulfill its responsibilities.
- Work with Board to provide leadership through the evaluation of Snow Valley Racing Association's vision, direction and organizational strength. Keep the Board's activities focused on the Snow Valley Racing Association's mission and long-term strategies.
- Serve as ex officio members of committees and attend meetings.
- Assist in training executive officers for succeeding years.
- Assist the Alpine Chair to chair Board meetings.

Other Board Duties:

- Monitor and improve Snow Valley Racing Association's performance & promote positive relations by soliciting feedback from Board members and representative of sustaining contributors and be responsive to their suggestions.
- Share individual expertise and experience with other Board members to contribute to Snow Valley Racing Association.
- Approve the hiring of the Program Directors and the Program Directors employment contract. Perform an annual review of the Program Directors performance.
- Participate in the development of policies.
- Perform other responsibilities when required.

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Requirements

- Membership with Snow Valley Racing Association and be a member in good standing.
- Act in good faith for the positive betterment of Snow Valley Racing Association
- Attend monthly Board meetings, Annual General Meetings and other meetings relevant to the development of Snow Valley Racing Association.

Useful Skills and Interests

- An interest in Snow Valley Racing Association Activities.
- Well-developed interpersonal skills to deal effectively with a variety of people.
- Negotiation and mediation skills to communicate persuasively, both verbally and in writing.
- General knowledge of methods, principles and practices of Board Governance.
- Ability to remain composed when faced with unexpected problems and stressful situations.
- Ability to organize goals and define projects using problem solving, analytic and decision-making skills.

Authority and Responsibility

The Vice-Chair is a voting member of the Board of Directors and has one (1) vote in policy making. As a member of the Board, the Vice-Chair acts on behalf of the members in good faith.

Term

The Vice-Chair is elected by the membership at the Annual General Meeting after meeting the nomination process requirements. The Vice-Chair is elected for a term of one (1) year. The Vice-Chair may be released at the end of the elected term, may resign its position with proper written notice or run for re-election in accordance to Snow Valley Racing Association's bylaws.

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