

Job title	<i>Vice President, AMHP Board</i>
Reports to	<i>AMHP Board</i>

Purpose

The role of Vice President is a volunteer position, where an individual has the opportunity to serve as a key leadership team member and an active participant in making strategic decisions affecting AMHP. The successful candidate will help forge new relationships to build AMHP's visibility and impact; report to and work closely with the President to assist with his/her duties; act as the President in his/her absence; and, perform other duties as assigned by the President.

Duties and Responsibilities

The Vice President will perform duties, such as, but not limited to (including any other duties and responsibilities outlined in AMHP's bylaws):

Meetings

- Will attend all Board meetings on a monthly basis, or as required. AMHP Executive and Board members are expected to attend at least 75% of all regularly scheduled meetings.
- Will also attend periodic meetings with committee chairpersons, the President and the Executive Director to draft annual and meeting agendas and reporting schedules.
- In the President's absence, the Vice President will preside over meetings of the Board such as:
 - Chair meetings according to accepted rules of order for the purposes of:
 - Encouraging all members to participate in discussion;
 - Arriving at decisions in an orderly, timely and democratic manner.

Board–Staff Relations

- The Vice President is the secondary liaison (after the President) between the Board and the Executive Director. In this capacity, the Vice President:
 - Meets periodically with the President and Executive Director;
 - Supports the President with conducting periodic performance reviews of the Executive Director;
 - Supports the President in the hiring and evaluation of the Executive Director.

Community Relations and Promotion

- The Vice President supports the President in ensuring AMHP maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the Vice President serves as the secondary spokesperson (after the President) for AMHP. Duties may include (as requested by the President):
 - Representing AMHP to the media;
 - Representing AMHP on governmental or non-governmental organizations and committees;
 - Timely and appropriate reporting of Board decisions and actions to members, funders, and/or donors.
 - Foster an understanding of philanthropy within AMHP.
 - Build relationships with community stakeholders to advance AMHP's mission and fundraising goals.
 - Actively inform others (individuals and stakeholders) about AMHP.

Signing Officer

- The Vice President is normally designated by the Board and/or bylaws as one of the signing officers for certain documents. In this capacity, the Vice President may be authorized or required to sign or counter-sign cheques, correspondence, applications, contracts or other documents on behalf of AMHP.

Board Development

- The Vice President will support the President in his/her work with Board members and staff to ensure that structures and procedures are in place for effective recruitment, training, and evaluation of Board members.

Fund Raising

- The Vice President will support the President in his/her work with Board members and staff to ensure that structures and procedures are in place for securing the resources required by AMHP.

Delegation

- Depending upon AMHP's needs and bylaws, the Vice President will support the President to establish/propose the establishment of committees of the Board, and may further support the President to assign tasks and delegate responsibilities to Board committees and/or members.

Other Leadership Duties/Characteristics

- Well-informed about the organization's mission, vision, bylaws, services, policies and programs. Proposes policies and practices to further AMHP's mission and vision.
- Supports the President to submit reports to the Board, to funders, and to other stakeholders, as appropriate.
- Assists the President and AMHP Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives.
- Ability to work independently and as a team player to productively engage with others
- Strong organizational, leadership and time management skills with exceptional attention to detail.
- Strong group dynamic skills to keep meetings running smoothly and to deal with conflicts that may arise.

Time Commitment

- This position will require approximately 15-20 hours per month.

Qualifications

Education, Experience and Professional Designation

- A minimum of a Bachelor degree with experience in leadership positions. Leadership experience in a non-profit organization is an asset.