

## **VICE CHAIR, HARBORD VILLAGE RESIDENTS' ASSOCIATION**

### **JOB DESCRIPTION**

The Vice Chair ("VC") is a voting ex-officio member of the Association, with significant focus on supporting the Chair and other members of the Board in Association matters and community member engagement as noted below.

#### **Responsibilities:**

1. The VC will serve at least one (1) 2-year term, and may serve up to two further 2-year terms should the current Board Chair be re-elected for one (1) or two (2) additional terms
2. The VC shall assist the Board Chair in various tasks or projects as requested and on an ad hoc basis; in so doing, the VC will work closely with the Board Chair in gaining a greater understanding of the Board Chair's role which is the next Board position to be undertaken by the VC, subject to election at the Annual General Meeting (timing subject to Responsibility #1. above)
3. On behalf of and in consultation with the Board Chair and Secretary, the VC will organize all HVRA and Community Meetings / Events; such meetings include the Annual General and Spring Meetings of the Association, local candidate election debates and the like
4. The VC will support as necessary the other Community Engagement Portfolio Chairs as they formalize plans and set in motion their annual events; such events currently include the Bloor-Borden Farmers' Market, Yard Sale, Fall Fair, and Pumpkin Festival
5. The VC shall monitor all communications to [chair@harbordvillage.com](mailto:chair@harbordvillage.com) and apprise the Board Chair of issues needing the Board Chair's attention; otherwise the VC will relay to the appropriate Committee/Portfolio Chair for the required action/response, or respond appropriately to all other communications
6. The VC shall also have responsibility to ensure the HVRA mailbox is routinely checked at least weekly for incoming mail by a member of the Board as delegated from time to time by the VC
7. The VC will also have oversight by way of approval of all tweets and public statements with 'sensitive' content being issued by the Board or one of its members on behalf of the Board, regardless of communication channel(s) being used (e.g. website, e-blasts, print, etc.). However, depending on the nature of the item in question, this approval may be delegated on an exception basis to another member(s) of the Board.