



Brockville Women's Network
"Women Supporting Women"
P.O. Box 294, Brockville, ON K6V 5V5

The Role of Vice-President

Term: One Year

The Vice-President is preparing for the leadership of the Network. She is expected to be alert to the intent, goals and activities of the BWN General Membership and Executive. The Vice-President will automatically assume the Presidency after one year and will also be Ex-officio member of all committees. In addition, the President-Elect will Chair the Policy and By-law Committee, as well as the Seminar Committee. The necessity of either of these two committees will be at the discretion of the President-Elect and the Executive of the given year.

Specific Duties

- Make a serious commitment to attend Executive Meetings and General Membership Meetings to ensure an active, positive presence for BWN.
- Stay informed about committee matters, prepare well for meetings, and review and comment on minutes and reports.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- At General Meetings, meet and greet the Guest Speaker and other guests, and make every effort to network with our membership.
- Actively participate in and support the yearly Christmas Auction (or similar Scholarship fundraiser), and encourage such support from our membership to ensure the fundraiser's success. Also support personally, as well as encourage the membership as a whole to support, the community project(s) as selected by the Executive for that year.
- Get to know other committee members and build a co-operative working relationship with them.
- Act as Chair for General Membership Meetings or Executive Meetings in the absence of both the President and Past President.
- Provide communication to the membership regarding any information received that may be of benefit to them.
- Act as spokesperson with the public and media regarding Network matters, when necessary.
- Provide menu planning for the year in partnership with the Past President.
- Act as the keeper of the key for the BWN Storage Unit, as well as maintain all decorating inventory and supervise all decorating activities.