

Position Description for Vice-President

Position Overview

Like all positions at Radio Eastern FM, the role of the Vice-President is voluntary. The Vice President needs to be able to effectively perform all duties of the President whenever the President is unavailable. This position description is to be read in conjunction with the position description for Ordinary Committee of Management member.

Position Objective

The Vice-President's objective is to fully understand the President's role so as to be able to perform the role effectively.

Key Tasks and Responsibilities

The Vice-President is directly responsible for:

1. Learning all duties of the President.
2. Ensuring they are kept informed of key station issues whenever performing Presidential duties.
3. Ensuring they work closely with the President at all times.
4. To foster a positive relationship with other Committee of Management members.

Skills

1. Leadership
2. Communication—verbal and written.
3. Problem solving skills.
4. Relationship building.

Requirements

1. Commitment to a predetermined period of office tenure.
2. Experienced and skilled in one or more of the following areas: Committee of Management, governance, station policy making, finance, program structure or personnel management.
3. Leadership of various meetings and committees.