

## [GP07] Vice-President's Job Description

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The Vice-President is both an Officer and the Secretary of the Board. In addition to the requirements as a Director, the Vice-President:

1. Acts as custodian of the seal of the Corporation and of all books, papers, records, correspondence, and contracts belonging to the Corporation, which they shall deliver only when authorized by resolution of the Board of Directors, and only to such persons as are named in the resolution. To this end, the Vice-President will:
  - (1) Inspect corporate documents annually,
  - (2) Ensure the maintenance and proper archival of official corporate documents, and
  - (3) Ensure the internal distribution of Board documents.
2. Coordinates student feedback forms,
  - (1) The Vice-President will respond to all feedback forms within five (5) business days of receipt, and
  - (2) Keep organized records of all feedback forms.
3. Co-signs and authorizes Board documents and expenses,
  - (1) Officers of the Board are entrusted to be judicious in exercising their duties of care, loyalty, and obedience to the expressed wishes of the Board, as identified in the by-laws and policies, and may refuse to sign any document when in doubt.
4. Ensures that notification of forums and meetings are posted for the membership in accordance with Board policy and corporate by-laws,
5. Reports the activities of the Office to the Board,
  - (1) Presents a report on their activities since the last Board Meeting.
6. Inspect Program Council minutes to ensure feedback from students is being addressed,
  - (1) Monitor unresolved issues and present them to the Board and SA/CCC as required.

7. Must ensure consistency and continuity in the transition of Officers,
  - (1) The President and Vice-President are jointly responsible for facilitating an Officer Orientation session for their successors before the end of their term that includes:
    - (1.1) A full day of training,
    - (1.2) Review of job descriptions and day-to-day operations,
    - (1.3) A focus on relationships, committees, and peer groups in the college, and
    - (1.4) A tour and introductions around the SA offices and departments.
  - (2) The President must ensure that a transitional report of a minimum of two pages is provided to their successor before the end of their term and that this report is maintained and updated annually.
    - (2.1) The report will be presented at the final Board meeting of the term,
    - (2.2) The report will be attached to the minutes as an appendix.
8. Will be invested with all powers and responsibilities and will perform the duties of the President in their absence, inability, removal, or refusal to act.

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Approved: 05/24  
Reviewed:  
Modified: 04/25

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