

## Governance Policies and Procedures

<b>Policy Name: OLA Vice President</b>	
<b>Policy Number: G 3.5</b>	<b>Policy Type: Board Officer’s Roles and Accountability</b>
<b>Approval Date: November 25, 2016</b>	<b>Date for Review: 2025; Every 3 Years</b>
<b>Revised: November 2023</b>	

### **OLA VICE PRESIDENT**

#### **VICE PRESIDENT’S JOB DESCRIPTION:**

##### **Position Summary**

Responsible in partnership with the other Board members for leading the association through the implementation of the strategic plan by performing fiduciary, strategic and policy responsibilities.

##### **Mandate of Vice President and Term of Activities**

The Vice President works closely with the President and Executive Director assisting in the planning and action of the Association. The Vice President assists the President and performs the President’s duties in the absence of the President such as presiding at meetings and acting as the official representative of the Association.

The Vice President serves a one-year term starting on January 1<sup>st</sup> and, subject to ratification at the next Annual General Meeting, the Vice President assumes the office of the President for a one-year term starting on January 1<sup>st</sup> of the following year.

The Vice President is a member of the Executive Committee with the President and Treasurer who may meet and/or discuss matters of urgency between board meetings. All decisions by the Executive Committee must be ratified by the Board at the next meeting.

#### **RESPONSIBILITIES:**

- Advise and regularly consult with the president and the executive director on governance matters and strategic issues.
- Serve as a member of the executive committee, and in the absence of the president,

chair the executive committee meetings.

- Become aware of Association issues and assist as necessary in the event of having to assume the President's duties.
- Act as the Association's representative on special projects and/or serve on committees and task forces as assigned by the Board.
- Assist in developing the budget with the Executive Committee, Finance Committee, the Executive Director and Manager of Operations.
- Provide ongoing support to the members of the Division Councils particularly the Presidents and Vice Presidents, attending Council meetings where possible.
- Liaise with other library associations (including the Partnership), government and external organizations as required and report to the board on activities.
- Advise and consult with the president regarding the annual review of committees of the board and committee composition.
- Serve as the official representative for the association when requested by the president.

While the Vice President is encouraged to attend Super Conference at the beginning of their first year and is invited to several events to be introduced, he/she does not have hosting and representation duties as the Super Conference is the project of the preceding years' board. Travel, conference registration fees and accommodation are not covered by OLA until the following year.

**Reference:**

Bylaw #1, Article 10