***The Board of Bowls Alberta Competency Profile***

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| Position | **Vice President**  The Vice President is the chair of the Bowls Program Committee and fulfills those duties as outlined in the Terms of Reference for that committee. | | |
| Time Commitment | On average – 2 to 5 hours per week | | |
| Term | Two years, appointed or elected at the Annual General Meeting (Term may be renewed once for a total of four years) | | |
| **Authority and Responsibility**   * The Board of Directors is the legal authority for Bowls Alberta * A director acts in a position of trust for the community and is responsible for the effective governance of the organization * Individual board members have no authority to direct or make requests of the executive director or to speak on behalf of the Association unless given such authority by the board * Board members are responsible for acting in the best long-term interests of the organization and the community and will bring to their deliberations a broad knowledge, a long-range view and an openness to learning. * Abide by the by-laws, code of conduct and other polices that apply to the board | | **Requirements**   * Commitment to the work of the organization * Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy * Willingness to serve on committees * Attendance at monthly board meetings * Attendance at meetings of assigned committees * Attendance at Annual General Meetings * Attendance at membership meetings * Support of special events * Support of, and participation in, fundraising events * Commitment to organization’s mission and strategic directions * Openness to learning * If a signing officer then must have a Police Check | **General Duties**   * Has no direct role in carrying out programs or services * May act in the absence of the president * Serves on the Executive Committee * Keeps informed on key issues * Works closely as consultant and advisor to the president * Chairs the Bowls Program Committee * May act as a signing officer for cheques or other documents * Hiring and release of the executive director including the executive director’s employment contract * Orients the new Vice President |
| **Benefits**   * satisfaction of making a difference in the bowling community * opportunity to work with individuals of diverse backgrounds * share skills and knowledge that will benefit the sport of lawn bowls * increased understanding of group dynamics and relationships at various levels | | | |
| **Removal of a Board Member**   * Any Officer or Director may be expelled by the Board of Directors for reasons of proven dishonesty, gross misconduct, or for failing or refusing to carry out his or her duties as assigned by the Board. | | | |