



Paramedic Chiefs
of Canada
Chefs Paramédics
du Canada

VICE PRESIDENT

As a voting member of the Board, the Vice President provides leadership to the Board of Directors and acts as the liaison between all PCC sub-committees, working groups and the Executive. The Vice President ensures the committees are working within their respective terms of references and identifies any issues. The Vice President Chairs the Board of Directors meetings and the Executive meetings.

ROLE:

The Vice President:

1. Serves as an Officer and as an Executive of the Association in accordance with the bylaws;
2. Assumes the roles and responsibilities of the President in his/her absence or inability to act;
3. Serves as an important part of the decision-making process at the Executive and Board;
4. Liaises closely with the President to assist in his/her responsibilities and activities;
5. Assists the Executive Director in ensuring the day-to-day business and management of the Association is conducted in accordance with the bylaws and policies;
6. Promotes the PCC's purpose in the Paramedic community, the media and within government.

RESPONSIBILITIES:

The Vice President must:

1. Chair the Board and Executive meetings at the request of the President;
2. Support the President in the day-to-day workings of the Association;
3. Liaise regularly with all committee chairs and working groups to ensure that progress is consistent with goals and terms of reference;
4. Provide support to all committee chairs and working groups as the linkage between all committees and the Executive;
5. Identify opportunities for financial growth and partnership expansion of the association;
6. Make recommendations to the President regarding the strategic direction of the association;
7. Support the Executive Director on a regular basis by providing timely, constructive feedback on the business of the Association;
8. Represent the Association at meetings, conferences, and in the media, at the request of the President;
9. Act as one of the signing Officers for cheques and other official documents, such as contracts and grant applications, along with one other Officer (which can include the Executive Director but excludes the Past-President).
10. Provide input to the President in completion of the performance appraisal of the Executive Director;
11. Assist in the orientation of other Executive members; and
12. Carry out other duties as assigned by the Board in accordance with the bylaws and policies of the Corporation.

INDIVIDUAL RESPONSIBILITIES:

1. Avoid conflicts of interest between the position of Vice President and your personal career/ life. If such a conflict does arise, declare that conflict before the Board and refrain from participation, advice, or influence on matters in which you have conflict (refer to the Conflict of Interest Policy);
2. Utilize the period of office to learn as much about the Association as possible in preparation for filling the role of President;
3. Liaise closely with other Executive and Board members on an ongoing basis;
4. Keep the Board's activities focused on PCC's mission and strategic plan.
5. The Vice President must have the support of their respective service
6. The Vice President recognizes the personal time commitment required to participate on the PCC Board of Directors
7. The Vice President has participated in working groups and committees