

## **BCCA VICE PRESIDENT JOB DESCRIPTION**

**Purpose:** The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.

### **Duties:**

1. Maintain and update all official BCCA Guidelines.
2. Maintain and update all official BCCA Job Descriptions for officers/board members and make certain that new members of the board receive a copy of the appropriate job descriptions when elected to office.
3. Maintain and update all official BCCA Committee Responsibilities.
4. Provide copies of the appropriate guidelines and job descriptions to the nominating committee when they begin their work.
5. Submit all Guidelines, Job Descriptions, and Committee Responsibilities to the webmaster for posting on the website and update as necessary.
6. Serve as the Board liaison for affiliate clubs.

### **Qualifications:**

1. Member in good standing of the BCCA for at least two consecutive years.
2. Knowledge and understanding of BCCA Bylaws, Standing Rules, and Guidelines.
3. Knowledge of the maintenance of Yahoo lists.