



Canadian Institute for Procurement and Materiel Management Institut canadien d'approvisionnement et de gestion du matériel

Position Description Vice-President

The Vice-President is a member of the Board of Directors and an officer of the Executive Committee. The Vice-President is responsible for leading, directing and overseeing the activities and committees under his or her functional authority. If the President of the Board is absent or is unable or refuses to act, the Vice-President of the Board, acts as Vice-Chair at all meetings of the Board of Directors and of the members. The Vice-Chair has such other duties and powers as the Board may specify.

Responsibilities:

- Reports to the Board.
- Provides leadership to the Board of Directors in fulfilling its responsibilities.
- Acts as the President in his or her absence.
- Builds partnerships with government and private organizations.
- Develops strategic plans.
- Participates actively on the Executive Committee.
- Participates in Board meetings and Committee meetings.
- Helps guide and mediate Board actions with respect to the Corporation's priorities and governance concerns.
- Seeks volunteers for committees and coordinates individual Board member assignments.
- Participates closely with the Committee Chairs to develop and implement work plans.
- Works with applicable teams in achieving objectives of the Committee.
- Keeps the President and Board members apprised of important issues.