



Oshawa Art Association Inc. 2nd Vice President ~ Job Description

Summary: To provide backup for the 1st Vice President and the President of the OAA. The 2nd Vice President shall be a director elected by the Board.

This is a voluntary, non-paying position.

Definitions:

Board: means the board of directors of the Association;

Director: means an elected member of the Board.

Duties & Responsibilities:

- The 2nd Vice President chairs monthly Executive and General meetings when the President and 1st Vice President are not available;
- Is available to help with OAA functions when and where needed;
- Shall carry out such other duties which may be assigned by the President from time to time.

Authorities:

- Has voting privileges at all meetings.

Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the Regulations, Articles, By-laws and policies of the Association.

General Qualifications & Skills:

- Ethics:
 - Treats people with respect;
 - Keeps commitments;
 - Inspires the trust of others;
 - Works with integrity and ethically;
 - Upholds organizational values;
- Judgement:
 - Displays willingness to make decisions;
 - Exhibits sound and accurate judgement;
- Teamwork:
 - Balances team and individual responsibilities;
 - Exhibits objectivity and openness to others' views;
 - Gives and welcomes feedback;
 - Contributes to building a positive team spirit;
 - Puts success of team above own interests;



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- Builds morale and group commitments to goals and objectives;
- Supports everyone's efforts to succeed;
- Competencies
 - Leadership;
 - Written and verbal communication proficiency in English;
 - Basic computer knowledge (e-mail, word processing, Excel);
 - Some financial management understanding.

Revision History

Revision Date	Changes Made	Reason for Change	Approved by
03-May-11	Created Job Description	To establish roles of the OAA Executive	Ron Blackwell
06-Sep-13	Updated job functions	To comply with changes to Constitution	Ron Blackwell
04-Jan-18	Revised to include responsibility and authority (incomplete)	To comply with new By-Laws	Ron Blackwell
21-Jan -21	Updated and completed job description	To finalize job description	Karen Coyle