**Doula Support Foundation**

482 McCallum st

Kingston, ON

(613) 770-3467

Vice-Chairperson

**Length of term: 3 years**

**Voting member: Yes**

# **OVERVIEW**

In the absence of the Chairperson, the Vice-Chairperson provides Leadership to the Board of Directors by making sure the board adheres to the bylaws and the organization’s core mission.

# **Specific Duties**

1. Acts in the absence of the Chairperson by performing their duties. (See specific duties of the Chairperson.)
2. Serves on the Executive Committee.
3. Keeps informed of the key issues of the organization.
4. Works closely as a consultant and advisor to the Chairperson.
5. Prepares and actively learns to serve a future term as Chairperson.
6. Chairs at least one Sub-committee.
7. Acts as a signing officer for cheques and other documents.
8. Helps recruit and train the new Vice-Chairperson.