

Terms of Reference

Vice-President, Canadian Military Wives Choirs Association

Overall Role:

1. To assist the President in the administration and coordination of the Canadian Military Wives Choirs Association and by extension all Canadian Military Wives Choirs, within the guidelines of Canadian entertainment and not-for-profit law and the constitution and bylaws of the Canadian Military Wives Choirs Association (CMWCA).

A Vice-President fully realizes that she may be called upon to uphold the duties of the President should the President designate not be able to fulfill her duties in their full capacity.

Responsibilities:

1. Supports the President in overseeing all administration of both the Association and individual/local choirs
2. Support the President in being a primary contact for any association business (may delegate this to another association member)
3. Works closely with the President to set the meeting agenda and plays a supportive role in regular CMWCA meetings as per constitution guidelines
4. May be called upon to Chair board of directors meeting should the President not be available
5. Supports the President in calling an annual meeting of CMWCA stakeholders as per constitution and bylaw guidelines
6. Supports the President in being responsible for the CMWCA membership, calls for new members as required
7. Supports the President in ensuring all CMWCA members have had a criminal background check and adhere to a professional code of conduct. The Vice-President will support the President in her decision to remove a CMWCA member from office if that conduct is not maintained.
8. Supports the President in ensuring all CMWCs are run in a safe, inclusive manner that is supportive of the Canadian Armed Forces as a whole
9. Assists the President in monitoring Social Media posts and comments
10. Reviews and approves of minutes of previous meetings at each regular meeting
11. Reviews and approves monthly financial statements at each regular meeting
12. Regularly reviews the CMWCA constitution and suggests any amendments as required.
13. Has the ability to liaise with choirs in all administrative matters
14. Ensures the Association and all choirs operate in a legal, safe manner as per current entertainment and not for profit laws
15. Supports the President in acting as a spokesperson for the CMWCA or delegates as appropriate
16. Advocates for potential events, performances and appearances of choirs—locally, regionally, nationally and internationally

17. Supports the President in assisting choirs in event management
18. Supports the President in mentoring potential new CMWCA members
19. Supports the President in attending external meetings, conferences etc. as appropriate.
20. Supports the President in the general overseeing of tasks within the CMWCA to ensure all tasks are being fulfilled
21. May act as a signing authority for the Association's bank account.
22. Holds voting rights as a member of the association's board of directors.
23. Attends association board of directors meetings.
24. Obtains a Criminal Record Check within 6 months of taking up the position.
25. The Vice-President will have a general knowledge of the CMWCs Insurance Policy. She may delegate the yearly maintenance of the policy as appropriate.

Skills/Experience needed

1. Willingness to devote the necessary time and effort
2. Strategic vision
3. Good, independent judgment
4. Ability to think creatively
5. Willingness to speak their mind
6. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
7. Ability to work effectively as a member of a team
8. Good conflict resolution skills
9. Familiarity with Google suite; docs, G drive, gmail, sheets, etc