



Job Description

Board Vice-President

The Board vice-president is elected by the Board to act as backup to the President of the Cooperative for purposes of signing legal documents, performing cooperative leadership, and coordinating and organizing functions as detailed below and on the president's job description. The primary role is to assist the Board president and be ready to take on the responsibilities of that position. The vice-president is part of the executive committee, which also includes the Board secretary, president and the general manager.

Individual Duties

- Attend Executive Committee meetings, assist with setting agenda, and communicate Executive Committee discussions with remainder of Board.
- Chair Board meeting at least once every quarter or when President is not available. Manage new Board Member Orientation process. Coordinate and manage retreats for Board and staff.
- Manage election related tasks as needed.
- Understand and sign legal corporate documents as required.
- Be prepared to take over all duties of the President as necessary.

In Cooperation with the General Manager

- If appropriate, respond to customer comments that are received.
- Speak for SNFC representing the members. Explain plans, policies, programs and actions at member meetings, meetings with other co-ops, and community events.