

# 99.7 Bridge FM

MORETON MEDIA GROUP



## Roles and responsibilities: Vice President

### Duties

- Performs the duties of the President when the President is unavailable
- Learns duties of the President and keeps informed of key issues
- Works closely as consultant and advisor to President
- In concert with the President, serves as ex officio member of committees and attends their meetings when needed
- Serves on one major committee
- Fosters a positive relationship with other Board members and staff
- Acts as a signing authority on behalf of the Board for financial and legal purposes
- Orientates the new Vice-President
- Adheres to general duties outlined in the Board member job description

### Considered Qualifications and Experience

- Leadership
- Communication—verbal and written
- Problem solving
- Relationship building