



Bruce Trail Club Volunteer Position Description

Vice President

The Vice President acts in place of Club President when the Club President is unavailable, and to be the President Elect.

Essential Elements:

- Read Volunteer Orientation Manual.
- Chair Club meetings in the absence of the Club President.
- Have a good understanding of the working of the Club.
- Be able to undertake the Club President's duties as required.
- Attend all Board and Executive meetings.
- Be available to take on special projects as assigned.

Other Elements

It is helpful to have:

- Good communication skills
- Good organizational skills
- Some computer skills, e-mail and word processing
- Good networking skills
- Good facilitation skills