



Bruce Trail CONSERVANCY

Bruce Trail Club Volunteer Position Description

Vice President

The Vice President acts in place of the Club President when the Club President is unavailable, the Vice President is also the President Elect.

Essential Elements:

- Read the Volunteer Orientation Booklet including the Volunteer Pledge and sign the BTC Confidentiality Agreement
- Chair Club Board 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 meetings
- Be available to take on special projects as assigned

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