



VICE-PRESIDENT

QUALIFICATIONS/SKILLS:

- Minimum of two years' experience in a leadership role serving on a Board and knowledge and skills in Board governance inclusive of Policy and Legislation, Finance, programs, and/or personnel within a Not-For-Profit Organization.
- Knowledge of the Jamaican Canadian Association, including its history and organizational structure is an asset.

TERM:

- The Vice-President will be elected for a term of two years.
- Board Members can be elected to serve a maximum of three consecutive two-year terms.

REQUIREMENTS:

- Must be a member of the JCA.
- Served on a committee or on the board at the JCA for a minimum of two years.
- Knowledge and skills in one or more areas of Board governance: Policy and Legislation, Finance and Fundraising, Political Acuity, Stakeholder Management, Advocacy and Networking.
- Experience leading an organization undergoing change and restructuring.
- Ability to create and present high-level reports to multiple stakeholder groups including JCA membership, Political communities and external stakeholders.
- Able to work independently and to lead a team of volunteers in a fast paced, intense working environment.
- Knowledge of social and other issues impacting the communities & constituents JCA represents.
- Experience building partnerships internally and externally to achieve the organization's objectives.
- A minimum time commitment of 40 hours per month, (includes report writing, preparation time, meetings, appearances, and sub-committee work).

MAJOR DUTIES:

- Assist the President in performing his/her duties and assume responsibility in his/her absence or inability to serve for any reason.
- Schedule and chair two all-committees meetings annually to get feedback and input from committee members and report their activities to the board.
- Provide regular reports to the Board on the activities of the standing committees.
- Liaise and provide direction to committees in implementing their annual work plans aimed at developing and presenting cultural and educational forums and events showcasing the unique talents of our diverse communities.
- Co-ordinate and/or carry out special projects assigned from time to time by the Board of Directors.
- Assume responsibility for coordinating Board activities designed to maintain and administer the Charitable Assistance Fund.
- Prepare and submit a report to the members at each quarterly and annual general meeting.
- Submit to the Board for approval the Annual work plan and Budget that includes all standing committees aligned with the organization's strategic plan - no later than three Months (3) prior to the Annual General Meeting.