

# MEDICINE HAT & DISTRICT HEALTH FOUNDATION

<b>Policy and Procedure Manual</b>	Title: <b>Position Description – Vice Chair</b>	
	Section: <b>Board of Directors</b>	Reference Number: I. 2018.004

## Position Summary

The Board Vice Chair is a volunteer leader of MEDICINE HAT & DISTRICT HEALTH FOUNDATION and presides at all meetings of the Board, the Executive Committee, and other meetings as required in the absence of the Board Chair.

**Term Limits:** The Vice Chair may hold the position for two (2) consecutive one (1) year terms. The Board of Directors of the Foundation shall appoint a Vice Chair from amongst themselves.

**Regular Expectations** – The Board Vice-Chair is expected to:

- Attend regular Board meetings.
  - Serve on the Executive Committee.
  - Carry out special assignments as requested by the Board Chair.
  - Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence.
  - Chair the Fundraising Committee.
  - Participate as a vital part of the Board leadership.
- In the absence of the Board Chair please refer to the Board Chair position description.

## Signatures/Approvals:

Brent Fisher                      Board Chair  
Name                                      Title

November 2018  
Date

Heather Bach                      Executive Director  
Name                                      Title

November 2018 \_\_\_\_  
Date