

VICE PRESIDENT

Proficiency Required: Able to conduct small and large meetings in the absence of the President. Proficient in using email, a word processing program, and transferring documents to pdf format. The Vice President may find it beneficial to use Excel (or an equivalent spreadsheet program) for planning. Can back-up files to a flash drive to transfer work to following vice-president.

SPECIFIC DUTIES

- Serve as the chair of the Nominating Committee. The Nominating Committee shall canvass the SAGS membership when there is a vacancy on the board to find suitable candidates. The nominating chair shall present candidates to the SAGS board for their vote to fill the vacancy.
- Serve as the chair of the Annual Audit Committee. The audit committee reviews the Treasurer's files. The audit should take place after the business year and cover the previous operating year (1 October to 30 September).
- Serve as the chair of the By-Laws Committee. The Chair shall have the board review the By-Laws every year to determine if they remain valid. If not, they must be re-written and voted on by the membership.
- Maintain cognizance of all SAGS related activities.
- Annually, ensure all Officers and Directors have reviewed their position descriptions. Ensure they are updated and posted on the website.
- Perform other duties as requested by the President.