



Comox Valley Horticultural Society

Position Description: Vice-President

Duties include:

- Acts in the absence of the President at Board Meetings;
- Acts in the absence of the President at the General Meetings;
- Serves on the Board;
- Acts as a signing officer for cheques and other documents;
- Learns the duties of the President and keeps informed on key issues;
- Works closely as consultant and advisor to the President;
- Prepares to serve a future term as President;
- Orients the new Vice-President.