



## Toronto Triathlon Club Board Description of Role of Vice President

### **Term: One year**

The role is elected at the Annual General Meeting

### **Primary Duties**

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- Assist President with planning activities as needed
- Takes on special actions, activities or events as designated by the Board
- Identifies and execute on 1-3 strategic priority projects that will help to transform the TTC as part of an annual mandate
- Represents President (when delegated)
- Signing officer
- Nominating committee with Past President

### **Time Commitment**

Throughout the year, the time commitment is estimated to be 5-10 hours per month

### **Additional Expectations**

- Attend Board meetings as per the Club Bylaws
- Contribute to any other board initiatives and communications in a timely manner, including responding to emails regarding Board business
- Support other Board Members in completing their tasks
- Participate in TTC social media discussions as appropriate
- Attend Club events & races to represent the Board
- Goal should be to attend 1-2 club events/races per month throughout the year