**Vice-President Job Description**

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| **General Description:** The Vice-President is accountable for effective club governance and MAVS board and membership adherence to the club’s bylaws. In the absence of the President, the Vice-President chairs board of director meetings and casts a vote on board member motions only in the event of a tie. |

**Term:** This is an elected position with a two-year term as per club bylaws

**Reports To:**  President and membership of Okotoks Mavericks Swimming

**Direct Reports:** Committee members as required

**Detailed Description of Responsibilities and Duties**

**Operations**

* Acts as the board member liaison with Okotoks Recreation Centre
* Is available to fill in for board member roles when the sitting member is absent
* Is available to temporarily fill vacant board positions as required

**Human Resources**

* Is the de-facto chair of the chaperone committee
* Is a member of the head coach hiring committee

**Legal**

* Is an executive member of the MAVS board of directors

**Financial**

* Has cheque signing authority on behalf of MAVS
* Approves all MAVS coaching staff expense claims in the absence of the club President.
* Signs off and files with the Secretary monthly financial statements
* Verifies reconciliation of bank accounts with Team Unify monthly (e-transfers)

**Reporting**

* Provides a monthly report to the board of directors at all regular meetings
* Attends MAVS board meetings on a regular basis