

Vice President Responsibilities, qualifications and job description

- 1.) Assume the President's responsibilities in the event the President is no longer able to fulfill them.
- 2.) Represent PaBIA at meetings the President is unable to attend.
- 3.) Assist the President in establishing and maintaining communications with TOA, other local cottager associations/groups, First Nations and the year round PauB residents.
- 4.) Assume responsibility for one PaBIA portfolio for a term of 2 years then switch to a second portfolio for a 2 year term at which time they will assume the role of Vice President. Prior to the end of the second term they will train someone to take their place when they move up to President, where they will assume the Administration Portfolio.
- 5.) Assume the Presidency after the current president's term is up.
- 6.) Qualifications are three years of experience volunteering for PaBIA, two of which must be as members of the board with at least one portfolio before an individual is qualified to become Vice President.