



Vice-President

Summary: The Vice-President supports the President in every element of their role while simultaneously fulfilling one of the below Director positions, currently Membership Director.

Guidelines

- Each Director has assigned responsibilities relevant to their discipline
- Directors are responsible for fulfilling the responsibilities
- The Administrator supports the Board of Directors as detailed below
- Directors are responsible for dedicating their time to their relevant action items and present their progress at monthly Board meetings and updates to the rest of the Board of Directors

Vice President Responsibilities

- Responsible for presenting updates during monthly Board Meetings - if not present, responsible for pro-active communication of topics (at least 1 day before the Board Meeting) in writing
- Assist in leading monthly board meetings or other recurring meetings in place of the President if required
- Creating and managing the timeline, annual program and task lists for CISHRP-hosted events as well as for participation in external events, including but not limited to Annual Conference, Gala CAHRE Awards and AGM
- Assisting with event-planning and productive meetings and discussions
- Support with envisioning event concepts
- Collaborating closely with the President on event specifics and contracts
- Additional duties as required

Membership Director Responsibilities

- Manage and facilitate the membership database (currently Join It) and engage with members regarding various initiatives.
- Maintenance of the membership platform; purging inactive member accounts and adding new members
- Provide support to members with managing their account as needed
- Provisional approval of all new member applications, prior to full board approval at monthly Board Meetings
- Promote the benefits of membership; attract new members to join the Society
- With support of the CISHRP Administrator & Treasurer, chase outstanding membership payment
- Coordinate with Training & Development Directors as needed for special programs – a member benefit
- Responsible for communication with the members as required regarding renewals, cancellations etc.
- Securing events volunteers from the Membership for relevant events
- Additional duties as required

Vice President dates: 19 November 2026 – November 2028

I, _____ confirm my agreement to undertake the above responsibilities and duties as listed.

Signature

Date