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## Vice-President Role Description

### Context

CRPO committees - including and in particular the Executive Committee - operate within a prescriptive framework drawn primarily from legislation and bylaw. As such, Executive Committee members must ensure that they work in the public interest, following due process and undertaking appropriate and effective decision-making.

The following role description is intended to:

- Support Council members in deciding if they are interested /able to accept the role of Vice President.
- Provide the basis for matching training needs with available opportunities for development.
- Comprise the framework for formal evaluation of Vice President performance and Council function.

### Overview

The Vice-President is elected by Council and has the ability to perform the duties of the President as assigned or if the President is unable to fulfil those duties in accordance with the CRPO by-laws (7.02).

### Specific Responsibilities

The Vice-President will ensure consistency and integrity in Council's processes as well as providing regular supportive duties to the President in the interest of capacity building and succession planning.

In addition to the description noted in the by-laws, the Vice-President,

- is an officer of the College and is an elected member of the Executive Committee
- assists President in agenda planning and meeting facilitation
- assists the President in providing leadership to the College
- ensures continuity of College business by participating in succession planning and mentorship with the President

## Term of Office

As per the by-laws:

### [5.02 – Term of Office](#)

The term of office for each officer of the College shall commence immediately following their election as an officer and shall continue until the next election for officers, approximately one year later.

### [5.03 – Maximum Term](#)

The maximum consecutive term in one office is three (3) consecutive, full-year terms.

## Time Commitment

### [CRPO Council: Time Commitment Guideline](#)

In addition to expected meeting preparation and attendance, the Vice-President is expected to commit to:

- participating in outreach to stakeholders (e.g., government, professional associations, education and training programs, registrants, etc.)
- collaborating with Executive in preparation for completion and delivery of the Registrar's final annual evaluation
- Review of Council member evaluations
- Review of committee chair evaluations
- Review of committee member evaluations
- banking approvals
- other activities/duties as indicated

## Role Outcomes

- The President is supported in their role and responsibilities.
- Council meeting discussions are supported (e.g., through speaker's list, support in breakout discussion).
- Council, committee chair and committee member evaluations are reviewed and addressed in a professional and timely manner.
- Approvals (e.g., banking, signature) requiring an officer's authorization, approval or signature are completed in a timely manner.
- Risk as it relates to the Executive committee's mandate is managed, and Council is alerted to pertinent issues in a timely manner.
- Policy development, policy implementation, and communications initiated or led by the committee are informed by and respectful of diversity, including culture and gender identity.