

## Medical Mercy Canada

Position: Vice President

### Responsibilities:

1. Act in the absence of the President as Chairperson.
2. Replaces the President when requested to do so by the President
3. Serve on the Executive Committee.
4. Learn the duties of the President and keep informed on key issues.
5. Work closely as consultant and advisor to the President.
6. Ensures that the Board reviews and understands the insurance policy annually.
7. Prepare to serve a future term as Chairperson.
8. Chair at least one major committee.
9. Act as a signing officer for cheques and other documents.
10. Assist with recruitment, orientation and mentorship of the new Vice President.
11. Ensure the board reviews and understands the insurance policy annually.
12. Carries out other duties as assigned by the Board.

### Review Date and Approval Date

The Personnel Committee annually reviews the Vice Presidents' Job Description.

Approval Date: November 15, 2016

Review Date: September 19, 2017