



## **VICE CHAIR - POSITION DESCRIPTION**

Ski Jumping Canada

**Link to Mission:** Ski Jumping Canada's mission is:

- *Foster a high-performance environment that supports athletes in reaching the podium at national and international competitions*
- *Ensure Canadians have access to quality ski jumping programs that encourage long-term development, sport for life, and participation*
- *Cultivate a culture of mentorship where top athletes and coaches motivate, engage and support the next generation of jumpers*
- *Advocate for ski jumping in Canada, enhancing grassroots involvement, community support and fan engagement*
- *Contribute to the global ski jumping community by ensuring safe, fair practices and training capable coaches, officials and volunteers.*

And with a vision of being “*Fostering a vibrant culture of ski jumping in Canada, promoting inclusivity and excellence that inspires all Canadians to partake in the joy of the sport and strengthens our national sporting identity*”. The Vice-Chair works closely with the Chair to ensure the effective governance of the Ski Jumping Canada and assumes duties of the Chair in their absence.

**Authority and Responsibility:** Responsible to the Board of Directors through the Chair.

### **Requirements:**

- Commitment to the work of Ski Jumping Canada
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy
- Speak positively of the Ski Jumping Canada and assist in developing and maintain positive relations among the board, committees and the equine community to enhance the Ski Jumping Canada's mission
- Is an active relationship builder and represents Ski Jumping Canada at external events.
- Promotes the Ski Jumping Canada in the community
- Demonstrates loyalty, commitment and fiduciary responsibility to Ski Jumping Canada

### **Skills and Attributes:**

- Leadership qualities
- Strategic and/or visionary thinking
- Strong Communicator
- Good Facilitator
- Self-Aware

- Networking Ability
- Connected in Community
- Dedicated and committed to the mission of Ski Jumping Canada
- Knowledgeable about Ski Jumping Canada and the Canadian sport system
- Knowledge and understanding of Good Governance
- Ability to conduct a meeting
- Ability to analyze and take risks
- Long term Commitment to Ski Jumping Canada

**Term:** Vice Chair is elected/appointed by the Board of Directors following the Annual General Meeting of the Membership. Vice Chair shall serve in the role for a period of one (1) year, can be renewed.

**General Duties:** The Vice-Chair will shadow the Chair, learning the requirements of the position in preparation for potentially taking office of the Chair.

- Chairs board meetings in the absence of the Chair
- Meets regularly with the Chair to discuss the work of the Board
- In the absence of the Chair, has the authority of and perform the duties of the Chair.
- May be assigned other work, projects, committees and task-forces as determined by the Board of Directors.
- Provides oversight to insurance and risk management.
- May act as a signing officer of the Ski Jumping Canada.

**Evaluation:** Self and by the board, annually based on the performance of assigned Board requirements and duties.

**Review Date and Approval Date:** The Governance committee reviews the Board Member Position Description on a regular basis. Recommended changes are presented to the Board.