



VICE PRESIDENT

Purpose:

- Assist the work of the President and Past President to support the Executive Committee and take on the leadership of coordinating annual TAVA conference

Term:

- Complete 2-year term, from July – June annually

Accountability/Report:

- To membership through the President
- Candidates who have been TAVA members for less than one year must provide a minimum of two letters of reference (professional or character)

Time Commitment/Responsibilities:

Time Commitment:

- Attend TAVA Workshops each month (approximately 4 hours per month)
- Attend TAVA Executive meetings each month (approximately 2 hours per month)
- Attend partnership meetings as needed (Volunteer Toronto/PAVRO/AVA), and keep Executive in information loop
- Role support (4 hours monthly, some flexibility required depending on ongoing TAVA projects)

Responsibilities:

- Collaborate with Executive Committee to draft and manage annual budget
- Assist President with additional projects and planning tasks as needed
- Attend business and executive meetings, and lead meetings where an alternate is required
- Full-day annual conference held in February: Provide leadership and liaise with Conference partners, sponsors, guests, and vendors as appropriate, or delegate liaising tasks to Conference Committee members
- Partner with Marketing & Communications Chair, and Webmaster to coordinate marketing of the annual conference
- Coordinate finances around the annual conference with the Treasurer as required
- Prepare and present a Conference Committee Report at the Annual General Meeting
- Represent TAVA as the President's designate for partnership meetings
- Provide orientation and training to successor
- Membership, Conference and Email Support:
 - Collaborate with the Membership Chair to keep membership information current and support where needed
 - Collaborate with the Executive Committee plan/execute conference and to keep conference payment current
 - Collaborate with Executive Committee to manage tavaexec@gmail.com account

Brave and Healthy Team:

- It is the responsibility of each Executive Committee member to keep each other accountable for responsibly creating space for “braver” conversations around topics important to - or brought up by - our membership.
- It is the responsibility of each Executive Committee member to practice good self-care (notifying other members when they need support or a break) and to keep each other accountable for responsibly maintaining a healthy space for respectful dialogue and completing the work that supports TAVA's mission, and annual Executive Committee goals.
- Willingness to be flexible with role description and to support other Executive Committee roles as needed.

Ethical /Conflict of Interest Issues:

- It is the responsibility of ALL Executive Committee members to **NOT** promote speakers, initiatives or projects for their own personal advancement (or the advancement of those they might personally know), or that is in direct conflict with the mission of TAVA or the needs of our membership.
- It is the responsibility of each Executive Committee member to keep each other accountable for responsibly supporting TAVA's mission, managing TAVA's budget, and in helping to address any arising ethical/conflict of interest issues.

Skills:

- Leadership, team building, stakeholder relationship and bookkeeping/accounting experience an asset
- Solid organization, time management, conflict resolution, and commitment to DEI and anti-oppression practices

Benefits/Impact:

- Support TAVA and help make decisions on how the Association operates
- Increase your leadership skills and executive experience, while building your resume