



# THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

## Vice President Board Member

### Role:

- Help choose dates for meetings and make sure they are on the agenda for the first meeting of the year
- Issue notices of director meetings and send reminders with meeting links
- Email board/committee members to ask for items to add to the agenda
- Prepare agenda and email to the group
- Help with events
- Create a contact list of board and committee members and update as changes occur
- Coordinating on-boarding meetings for all that are new to a board or committee role
- Assisting the President when needed
- Filling in for the President when needed
- Attend board member meetings which are in the evening and there are approximately 4-6 meetings from September – June
- Write a report on duties undertaken as Vice President prior to each board meeting and send it to the board and committee members prior to the meeting.
- Vote on any decisions that the board is required to vote on
- Attending Education Committee meetings, if possible, due to scheduling
- Taking minutes for Education Committee
- Editing, reviewing and sometimes writing content for event flyers and e-Blasts forwarding them to President for final approval

### Gratitude Committee Tasks:

- Keeping track of and acknowledging departing board and committee members
- Purchasing gift cards for departing board and committee members
- Purchasing cards for departing board and committee members and circulating them for messages at in person AGMs or creating and circulating an online card
- Acknowledging/supporting board and committee members at important times: births, weddings, illnesses, losses by circulating cards for messages

Time commitment: 1-2 hours per month plus meetings and your attendance at events would be appreciated (schedule permitting) in order to help out with some of the responsibilities of the day.