

Niagara Bruce Trail Club Volunteer Position Description: Vice President

Assists the President in their duties. The Vice President normally succeeds the President.

Should have excellent leadership, public relations, communication and organization skills. Good problem-solving skills are an asset.

Essential tasks:

- Assumes the duties of the President during the President's absence.
- Maintains the club email account.
- Is responsible for all external correspondence through the email account.
- Ensures that the club bylaws are reviewed at a minimum of every three years.
- Attend monthly board meetings, first Tuesday of the month (except July and August). Provide an update for the meeting.