

Last date revised: March 27, 2015
February 24, 2017

Approved: April 7, 2017
April 17, 2015

Purpose:

The Vice-Chair role is integral to the ongoing success of the AOMBT and as such the process of succession planning is key to this success. The individual in the role of Vice-Chair may fulfill the role as Chair-Elect. The Chair, AOMBT in collaboration with the Governance Committee Chair and Executive Director, AOMBT will ensure a comprehensive, effective process is established and maintained for the recruitment, on-boarding and continuous support to the individual in the role of Vice-Chair/Chair-Elect, AOMBT.

Term of Office

The term of the Vice-Chair is ideally no less than 3 years which includes 2 years serving as Vice-Chair and 1 year serving as Chair-Elect.¹

Responsibilities:

In addition to the duties and responsibilities of a Trustee, the Vice-Chair will be responsible for:

Vice-Chair duties

- Acts as Chair in her/his absence;
- Review all meeting minutes for Trust and Committee meetings and be prepared to step into the role of chairing the meeting(s);
- Act as ex-officio on all Committees as well as Chair’s Circle, attending where and when possible;
- Participate in agenda planning for no less than one in-person Trustee meeting;
- Where appropriate and in collaboration with the Chair, represent the organization to the midwifery community, routinely attending annual meetings and conferences, where required;
- Act in the capacity as an authorized financial signing officer for AOMBT, and,
- Other duties as required.

Chair-Elect duties

- In the role as Chair-Elect, works with the Chair to participate in comprehensive on-boarding and knowledge transfer process in transitioning to the role as Chair;
- In the role as Chair-Elect, collaborates with the Chair, for a period of no less than one year with the expectation to assume the role of Chair of the Trust;

¹ A Trustee may serve as Vice-Chair not having served as a standing Trustee immediately prior.

- In collaboration with the Chair, AOMBT and Executive Director, AOMBT, actively engages in achieving the organization’s mission, achieving the strategic plan, and to whom the Executive Director is accountable.

Skills/Competencies:

- Commitment to understanding and advancing the work of the Benefits Trust that supports the midwifery community
- Objectivity and open-mindedness to form their own judgments and opinions while not being biased, and being open to the opinions of others
- Integrity to ensure the organization behaves with the highest ethical standard
- Ability to bring forward issues, where required, and voice opinions
- Sound judgment

Approximate time commitment:

Description	Estimated Hours
Preparatory work for meetings: 1. Trustee meetings via webinar 2. Trustee meetings in-person	1. 20 hours/year 2. 5 hours /year
Attendance at meetings: 1. Trustee meetings via webinar 2. Trustee meetings in-person 3. Committee meetings as ex-officio	1. 12 hours/year 2. 4 days/year 3. Up to 40 hours
Additional Vice-Chair/Chair-Elect duties: 1. Attend Chair’s Circle meetings 2. Participate at Regional meetings, where available 3. Attend orientation session with new Trustees, where available 4. Attend strategic planning meetings 5. Participate in orientation, board development and information sharing opportunities, where required	25 hours/year

Remuneration:

Please refer to Trustee Stipend policy.