

Last revised: March 27, 2015

Approved: 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 a key to this success. It is the intention that the individual in the role of Vice-Chair will, in turn, fulfill the role as Chair-Elect. The Chair, AOMBT in collaboration with the Governance Committee Chair and 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 as Vice-Chair/Chair Elect AOMBT.

Term of Office

The term of the Vice-Chair is up to 3 years, which includes serving no less than 12 months as Chair-Elect leading up to the role as Chair.

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;
- Where appropriate and in collaboration with the Chair, represents the organization to the midwifery community, routinely attending annual meetings and conferences, where required;
- Acts in capacity as an authorized financial signing officer for AOMBT.
- Other duties as required.

Chair Elect duties

- In role as Chair-Elect, works with the Chair to participate in comprehensive on-boarding and knowledge transfer process in transitioning to role as Chair;
- In role as Chair-Elect, collaborates with Chair, for period of no less than one year with the expectation to assume the role of Chair of the Trust;
- In collaboration with the Chair, AOMBT and Director, AOMBT actively engages in achieving the organization’s mission, achieving the strategic plan, and to whom the Director is accountable.

Skills/Competencies:

- Commitment to understanding and advancing work of the Benefits Trust that supports the midwifery community
- Objectivity and open-mindedness to form own judgments and opinions while not being biased and being open to others’ opinions

- Integrity to ensure organizations behaves in highest ethical standard
- Ability to bring forward issues, where required, and voice opinions
- Sound judgement

Time Commitment: [to be revised and adapted based on Karin’s feedback for Chair’s role]

Description	Estimated Hours
Trustee work (meetings, preparation) – 4 x 4 hour meetings	20 hours/year
Trustee in-person meetings 2 x year (meetings, preparation) – 1 x full-day meeting; 1 x 2-day meeting	30 hours/year
Additional Vice-Chair/Chair Elect duties (orientation and knowledge transfer) – 1 ½ hour meetings x 10 annually	25 hours/year

Remuneration:

Please refer to Trustee Stipend policy.