

# *Agility Association of Canada*

## **Vice-President**

**Section:** Executive

**Revised:** 20 January, 2013

This Policy and Procedures document outlines the duties and responsibilities of the Vice-President of the Agility Association of Canada.

This position shall be elected every two (2) years by the regular membership.

**To be considered for the position of Vice-President, the candidate must:**

- be an AAC member in good standing;
- have a computer capable of performing the duties required;
- be able and willing to travel.

Leadership and communication skills, being a judge, being an active competitor, being involved in hosting trials, and broad knowledge of the sport of agility are all assets.

**The duties and responsibilities of the Vice-President are to represent the membership and participate on the Board of Directors as follows:**

- adhere to the Code of Conduct for Board Members (see below);
- support and assist the President in the execution of their duties, as outlined below;
- perform the duties and responsibilities of the President in his/her absence, or when needed (From the Policy and Procedures document of the AAC President);
  - *lead the AAC by action and by example;*
  - *ensure that the letters patent and bylaws of the AAC are upheld;*
  - *actively promote the AAC;*
  - *actively assist all members and clubs, as per current rules and regulations;*
  - *serve the best interests of the AAC and its membership;*
  - *be informed on all policies, procedures and rules of AAC;*
  - *enforce all policies, procedures and rules of the AAC and ensure that they are updated regularly to reflect current practices;*
  - *actively lead the decision making process of the AAC;*
  - *respect, uphold and support all policies, procedures, rules, and by-laws of the AAC;*
  - *ensure that any concerns, issues, etc from the membership are properly addressed by the Board of Directors;*
  - *ensure that clubs hosting trials are informed on, and adhere to, the policies, procedures and rules of the AAC;*
  - *ensure that judges are informed on, and adhere to, the policies, procedures and rules of the AAC;*
  - *assist and promote the formation of new AAC clubs;*
  - *actively participate on the Board of Directors by attending and leading meetings and teleconferences, and coming to all such meetings adequately prepared;*
  - *actively participate in, and/or create or chair committees, as required;*
  - *provide the On Course Editor with a "President's message" for each issue of the newsletter;*
  - *promote judging clinics when needed;*
  - *provide prompt feedback on decision making matters, as required by Board discussions;*
  - *initiate and/or coordinate the creation of new policies and procedures, as needed for the betterment of the sport and the association;*
  - *cultivate and appoint positions, committees, committee chairs and special interest groups within the AAC as required for the betterment of the sport and the association;*
  - *provide information (written and/or verbal) to the membership, member clubs, judges and board as required;*

- *remain current on all aspects of the sport of agility, as required;*
- *provide support for all elected/appointed members of the Board of Directors and judges;*
- *foster a team spirit within the Board of Directors;*
- *seek the removal/replacement of elected/appointed members of the Board and judges, without bias, if required for the betterment of the sport and the association;*
- *act as the ambassador for the AAC for matters affecting international competition.*

**Terms of Service:**

The Vice-President’s term of office will commence at the close of the Annual General Meeting following the referendum by which he/she was elected, OR the date at which he/she was appointed, and shall last for two years. As per the current AAC By-laws, the Vice- President may serve no more than three consecutive two-year terms, or a maximum of six consecutive years. This may be extended at the discretion of the Board of Directors, if no successor is elected or appointed..

**Failure to perform as required:**

If the AAC Board of Directors determines that any Board Member is not adequately fulfilling his or her responsibilities, the Board may, after attempting remedial action, remove that Board Member from service, as per the current by-laws.

## CODE OF CONDUCT FOR BOARD MEMBERS

*“To have integrity is of the utmost importance, but the appearance of integrity is equally important.”* Author Unknown

- Directors shall comply with the Canada Not-for-profit Corporations Act (NPCA) and the regulations, the articles, the by-laws, and policies & procedures as established by the Agility Association of Canada, Inc. (*Section 148 (2)*)
- Directors shall verify the lawfulness of the articles and the purpose of the Agility Association of Canada Inc. (*Section 148 (3)*)
- Directors are ambassadors of the Agility Association of Canada, Inc. As such, their comportment should reflect their position and their actions should be beyond reproach.
- Directors shall treat all Agility Association of Canada, Inc. members with courtesy, respect, dignity, and impartiality.
- Directors shall maintain a level of mutual respect in all communication or interaction with the general public.
- Directors have a responsibility to be fully aware of all the facts prior to making any decision on any matter before them.
- Directors shall act honestly and in good faith with a view to the best interests of the Agility Association of Canada Inc. (*Section 148 (1)*)
- Directors shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances when exercising their powers and discharging their duties (*Section 148 (1)*)
- Directors shall respect, accept and support any majority decision made by the Board of Directors as a whole.