

# Sherwood Park Fish & Game Association

## 2<sup>nd</sup> Vice President

### Primary Role:

The primary function of the 2<sup>nd</sup> Vice President is to serve as backup to the President in the absence of the 1<sup>st</sup> Vice President.

This person should be a motivated self-starter who is capable of new programs innovation and is eager to engage the membership in programs and events.

### Requirements:

- Be a member of the SPFGA in good standing.
- Regularly attend SPFGA Board meetings in accordance with bylaw requirements, as well as attending General meetings, and Special meetings when called.
- Be knowledgeable in the use of modern, distributed collaboration tools such as (but not limited to): E-mail, Slack, MS Teams, Microsoft Office, Dropbox/OneDrive, Google Office products such as Docs, Sheets, etc.

### Permanently Assigned Responsibilities:

- Serve on the Member Disciplinary Committee as circumstances require.
- Supporting other Board members with club-focused activities such as the Black Powder shoot, Family Fun Day, etc.

### Tasks:

This list is representative and not intended to be exclusive:

- Submit estimated financial requirements for the annual budget.
- Monitor and respond to inquiries on the [2ndvicepresident@spfga.ca](mailto:2ndvicepresident@spfga.ca) email account in a timely manner.
- Stay regularly informed on Association matters through participation in discussions by email or on the SPFGA Slack group.
- Doing the necessary pre-reading and pre-work required to come prepared to Board meetings.
- Provide relevant content to the SPFGA Communications Director for publication for publication in the newsletter, email updates, and social media.
- Volunteering at SPFGA events and activities.