

Vice President

The Clay Hub Collective

Role Description

Appointee

Tanis Humeny

Date of Appointment

Salary

This is an unpaid position

Key Responsibilities

To attend all meetings of the society and of the Directors.

To act as President in the absence of the President at Board meetings and in the oversight of the CHC

Specific Responsibilities

To manage the website for the CHC which shall include:

- Updating information in a timely manner
- Uploading documents including Board minutes, instructor bios, rules and regulations of the CHC and other documents as requested
- Managing class or workshop information as provided by instructors on an ongoing basis

To participate in specific committees at the reasonable request of the Board of Directors

To issue communications by e-mail to all CHC members, as required.

General Responsibilities

To agree to a Criminal Record Check on appointment and as required to maintain renewals

To act honestly and in good faith with a view to the best interests of the CHCS, in accordance with the CHC Mandate (Dec 2023)

To act in accordance with the Societies Act and ensure when exercising the powers and performing the functions as Vice President, to do so with consideration of the purposes of the CHCS.

To disclose any conflict of interest or other conflicts promptly and ensure they are documented, to leave any meeting on the matter(s), to abstain from voting and take no action to influence the vote.