



**A.M.A.N.B.**  
**A.A.M.N.B.**

**ASSOCIATION OF MUNICIPAL ADMINISTRATORS OF N.B.**  
**ASSOCIATION DES ADMINISTRATEURS MUNICIPAUX DU N.-B.**

20, rue Courtney Street, Douglas, N.B. E3G 8A1  
TEL: (506) 453-4229 FAX/Télocopieur: (506) 444-5452  
E-mail/ Courriel: amanb@nb.aibn.com

**VICE-PRESIDENT**  
**Position Description**

Under the authority delegated through the resolutions and/or consent of the Board of Directors or Executive Committee, the Vice-President shall:

- (a) support the President of the Association by working toward the mission, goals and objectives of the Association;
- (b) assume the responsibilities of the President in the absence of the President;
- (c) ensure familiarity with the Constitution, policies and resolutions of the Association and applicability during business meetings;
- (d) serve as a member of the Executive Committee;
- (e) serve as a member of the Education Committee;
- (f) undertake a yearly performance appraisal of the Executive Director, in conjunction with the President;
- (g) all such duties and responsibilities as outlined for Regional Directors;
- (h) sign cheques according to the Association signing authority: cheques are signed by one of: President or Vice-President, and the Treasurer or Executive Director;
- (i) and perform such other duties, functions and responsibilities as assigned by the President, Board of Directors, Executive Committee and/or approved by the membership.