

Standard Operating Procedures

Position Summary: Vice President

The Vice President (VP) plays a supportive role in the leadership affairs and strategic management of the Society, helping the President in any capacity deemed necessary. The VP may stand in for the President at meetings when needed such as in the case of illness or accident.

The VP works closely with the Development Councilor to track deliverables and report to donors. S/he supports the Councilor for Conferences and Policy Discussions, as needed.

The VP provides direction to the Secretariat. In turn, the Secretariat provides operational support to the VP.

The duties of the VP are listed here. **The VP is expected to provide significant input on duties, in bold, below.** The VP is expected to dedicate an average of 1- 1.5 hours per week for routine SISN activities, with additional time for any travel, or special projects in which s/he plays an important role.

General

1. Assists the President in any capacity deemed necessary.
2. **Advises** and regularly consults with the President and Past-President on governance matters and strategic issues. **Provides direction to the Secretariat as needed.**
3. Assists the President in reviewing the agenda, information and related content for Board meetings, as needed.
4. Together with the Secretariat, **assists the President in monitoring the achievement of goals** and objectives of the action plan.
5. **Leads in tracking deliverables** and ensuring that reporting to donors/sponsors is done in a high quality and timely fashion.
6. Where appropriate, in consultation with and at the discretion of the President, **acts as the Society's representative** in dealings with the leadership of external organizations as well as attending official functions and meetings.
7. Informs the President and/or Secretary/Treasurer, as appropriate, of any issues in a timely fashion.
8. **Leads the Planning Committee of the General Assembly.**

Meetings

9. May chair Board meetings in the absence of the President.
10. May **lead a working group or committee** with approval from the President.

Conferences

12. Guided by the Councilor for Conferences and Policy Discussions, provides strategic support on issues related to key events or policy discussions.

Internal monitoring and tracking system

13. Supports the Secretariat in tracking of deliverables for extramural grants.
Communicates with the chair of the Grant Working Group or external consultants as needed.
14. Is **responsible for reviewing the Standard Operating Procedures (SOPs)** and develops and leads a timetable and process for updating the SOPs.