

Board Vice-Chair (New) Position Description

1. Overview and Mandate

The Vice-Chair of the Board of Directors will serve on the Board of Directors and act as the Chair of the Board either in the absence of the Chair or as requested by the Chair. The Vice-Chair will carry out certain additional leadership duties, within reason, relating to the functioning, responsibilities, and effectiveness of the OMA Board of Directors, as requested by the Chair.

The Vice-Chair is a member of the Board of Directors and works closely with the Chair. The Vice-Chair is not responsible for the operational management of any aspect of the OMA's business and is therefore not an executive of the OMA

2. Term of Office

The Vice-Chair is elected by the Board of Directors, with a term of office of two years. The Vice-Chair does not automatically assume the chairmanship in a sequential order, although an incumbent may be re-nominated and re-elected for an additional two-year term and is eligible to run for Chair (within the term limits of his/her Directorship on the Board).

3. Knowledge, Skills and Leadership Qualities

The Vice-Chair is expected to have knowledge, experience, and leadership qualities similar to those of the Chair--or an ability to acquire such knowledge within a reasonable period of time.

4. Key Responsibilities

- Assist the Chair, as appropriate, in fulfilling all responsibilities described within the OMA Board Chair Position Description
- Attend meetings with the Chair as required
- Provide advice and counsel to the Chair as requested
- Chair a portion of Board meetings from time to time as assigned by the Chair (for skill development)
- Act as the key point of contact with the Chief Executive Officer in the Chair's absence or incapacity and perform the responsibilities of the Chair when the Chair is unavailable
- Attend any training undertaken by the Chair