

Sections: Vice President Duties, Desired Attributes, Workload & Committee Terms of Reference (October 2023)

The Vice President – Sections acts as a liaison between the ACC national Board of Directors and the 25 local Sections.

The VP – Sections is responsible for the following:

1. Represent the majority voice of Sections (and thus the voice of the members) on the board to ensure Section-level challenges are considered at a national level.
2. Facilitate communication from the Board of Directors to the Sections.
3. Plan value-added programming for the semi-annual Section Council meetings.
4. Assist Sections in implementing programs that will attract volunteers and trip leaders.
5. Facilitate ways for Sections to attract and retain members, respecting the unique nature of each Section.
6. Seek out ways for Sections to share positive and challenging experiences easily throughout the year to avoid duplicating efforts.

More about the VP Role and Sections:

- The VP Sections is a key role in supporting members coast to coast to coast, through supporting sections.
- It is critical the National Board is tuned into and addressing the needs of sections; The VP Sections is key to building and maintaining a two-way bridge between sections and the Board.
- Sections operate and govern themselves with some support from the national office.
- Each year the sections have two in person section forums and one virtual. The VP Sections works closely with staff to organize these, participate in and follow up on action items, etc.
- Relationship with sections is very important to the Club's mission and impact. This can require the VP Sections to travel to sections from time to time to deepen understanding and relationships.

Desired Attributes, Competencies - VP Sections

1. Demonstrate general knowledge of the current section structure, operations and challenges.
2. Ability to build, manage and motivate a cross-country community of section representatives by ensuring active engagement from all.
3. Ability to facilitate group discussions and engagement from all section representatives; demonstrate abilities to foster positive working relationship between all section

representatives and create an environment where information (negative and positive) can be shared freely.

4. Ability to adapt communication skills to personalities; foster the best out of every section representative.
5. Ability to look at the “big picture” and help the sections anticipate current and future needs; ability to prioritize needs based on urgency and current Board priorities.
6. Demonstrate positive working relationships with other Board members, self-control and composure in all circumstances, in order to communicate effectively sections’ concerns and priorities for development by the Board.
7. Ability to effectively document and present section concerns in an organized and detailed matter so that the Board can make an educated decision on future priorities for the Club – basic computer and presentation skills required.
8. Ability to follow up on Section Forum’s discussions and provide continuous feedback to sections on current issues and priorities; demonstrate exceptional communication skills and organization skills – be the section leader.
9. Resourceful and willingness to help sections when dealing with particular subject or issues that require more information or understanding of best practices.

Expected Workload:

Board member work (every Board member), annualized:

1. Board member general work: on average 10 hours of board-related work per month. This doesn’t always happen monthly. AS a result, the hours can be longer on every other month.
2. Six board meetings in each year (Jan, May, Jul, Sept, Oct, Dec). Two to three of the meetings are in in-person on weekends (spring Annual General Meeting, the fall Annual Dinner, as well as a hut-based summer weekend event). The balance of meetings are held online. Shorter online meetings are typically held at or close to the end of a work day.

VP - Sections Workload (In addition to general board member work): The VP - Sections does not Chair a Committee but rather the VP Sections works closely with the 25 sections and plays a key role in the Section Forums.

Workload: 108 hrs annually (Approx. 2 hrs/week)

1. Review various section documents, etc to stay up to speed on section activities, needs etc.
2. Communications with Sections.
3. Help organize Sections Forums.

4. Attend Sections Forums (The Section Council meets at least twice each year at the time of the Annual General Meeting and at the time of the fall Board meeting.)
5. Prepare reports etc to the Board regarding Section needs, plans, activities etc.
6. Background work to problem solve section needs.