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**JOB TITLE:** Vice-President/Vice Chair**Job Category:** Board of Directors**Position Level:** Elected by Full Members**Position Term:** 1 Year

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## JOB DESCRIPTION

This position is elected by Full Members of MFOA through a nomination process. The Vice-President's role requires strong leadership skills and is a finance professional accomplished in municipal business acumen. The Vice-President shall automatically succeed to the Office of the President (Chair) at the end of the next annual meeting following their election as Vice-President. Travel will be required as necessary.

## Role and Responsibilities

- Regular attendance at board meetings and arrives prepared to deal with agenda
- Provides leadership to the Board of Directors and Chairs meetings as required
- Supports President in carrying out their duties
- An active participant of the Executive Committee who attends regular meetings with the President to collaborate and ensure the smooth transition of the Vice-President into the role of President
- Focuses Board's discussion to stay on topic and maintain timelines for meetings.
- Builds a collegial working relationship with other Board Members that contributes towards gaining consensus
- Ensures compliance with MFOA General Operating By-law 01 24
- Participate on Board Committees such as Governance, Cyber Risk and/or Audit
- Encourages Board Members to actively participate in meetings and activities
- Encourage Board members participation in strategic planning and ensures advancing progress on Strategic Plan initiatives
- Facilitates and mediates Board actions with respect to organizational priorities and governance concerns.
- Facilitates the effectiveness of the Board's decision-making process.
- Recognizes Board Members' and MFOA staff contributions to the Board's work.
- Provides guidance and acts as a sounding board, in conjunction with the President, to Executive Director on municipal finance and association issues
- Assist in developing and maintaining positive relations amongst the Board members, MFOA staff to enhance MFOA's mission.
- Acts as an ambassador and representative of the MFOA Board and Association
- Liaises with other Associations as required.

- Performs other responsibilities assigned by the Board.

### Qualifications

The Vice-President must meet the following criteria:

- Be at least eighteen (18) or more years in age
- Be a person who has not been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property
- Be a person who has not been found to be incapable by any court in Canada or elsewhere
- not have the status of a bankrupt
- A Full Member who is employed by a Municipality, which has paid the requisite annual membership fee in accordance with section 3.05 of MFOA's General Operating By-law, 01 24, or as amended

### Remuneration

This is a volunteer position with no remuneration provided.

Eligible expenses incurred by the Vice-President while conducting business activities on behalf of MFOA, are entitled for repayment in accordance with the *“Expense Reimbursements for Employees and Board of Directors Members Policy.”*

### Time Commitment

The Board of Directors have four (4) quarterly meetings which utilizes most of a regular work day. Other alternate scheduled meetings may include a time commitment of one (1) hour occurring on an as needed basis.

An additional investment of time will be required for the Vice-President when participating on Committees and/or planning and strategic sessions established by the Board of Directors.

The Vice-President is required to attend the Annual MFOA Conference and participate by taking on various roles (i.e. Deliver speeches lead sessions, liaise with other associations, introduce speakers and promote MFOA benefits) to support the Association in delivering its conference program.

### Revision History

Reference	Description
October 29, 2025	Approved by Board of Directors