Lambeth Art Association

Job Descriptions for Executive Positions and Show Conveners

Title of Job: Vice-President

Date of Description: November, 2022

Prepared by: Ann Pigott - cpigott@execulink.com

General Description of Position:

The vice-president assists the president whenever needed. For example, the vice-president performs the president’s duties in the president’s absence

Description of Any Technical Skills Required:

Please refer to job description of the president. As a support, the vice-president may be required to preside over both executive and general meetings, oversee club activities, and act as a spokesperson for LAA

Approx. Amount of Time Required: (is this daily, weekly, monthly, annually?)

Usually, this job requires minimal time, but it is expected that the vice-president will step into the president’s position within 2 years

Can this job be shared/shadowed?

The vice-president is shadowing the president so that s/he is prepared to step into the role of president

Comments/ Suggestions/Helpful Hints:

The vice-president needs to be flexible and willing to assist the president whenever asked, if possible. With the expectation of becoming president, the vice-president should be prepared to speak in front of groups of people.