Executive Vice President

The Executive Vice President is responsible for assisting the President in the successful planning and execution of all of the Organization’s events and initiatives throughout the year. The Vice President will directly manage a volunteer team to complete the Organization’s objectives.

Your Role as Executive Vice President:
• Support the President, Management, and Events teams in the successful planning and execution of their roles;
• Ensure that the Organization maintains a positive and productive working environment;
  o Clearly communicate roles, responsibilities and objectives to volunteer teams
  o Ensure teams are given access to the appropriate resources to complete their tasks
• Ensure that the Organization’s activities are aligned with its mission and vision;
• Facilitate communication between Management and Subcommittee teams;
• Find improvements and efficiencies within the organization;
• Ensure that events and initiatives are executed to meet a high professional standard;
• Work with the President and Board of Directors in setting the organization’s 2016 strategic focus
• Continue to build strong relationships with our top sponsors and assist in nurturing new sponsors
• This role serves as a potential succession to the President Role

Commitment:
• Approximately 15-30 hours per week
• Chairs Monthly Management Meetings
• Mandatory attendance at Quarterly Management Meetings
• Optional attendance at Monthly Board Meetings
• Participation Out On Bay Street events and initiatives
• Attendance at organization team meetings as required
• Represent Out On Bay Street at external events as required
• Strong interest in staying in Out on Bay Street for min. 2 years.

Examples of Deliverables:
1) Providing advice to the President about Operational capabilities and feasibility
2) Coaching VPs/Leads to be better leaders
3) Helping VP and Leads set a project plan and keeping them accountable
4) Providing consultation to the team about operational decisions.

Works Closely With:
• President
• VPs and Leads
• Associates

Reports To:
• President

Direct Reports:
• VP: Sponsorship, Student Outreach, Web & IT, Marketing, Out On Bay Street Conference Chair, Venture Out Conference Chair, Regional Initiatives, Leaders To Be Proud Of Chair
• Occasionally: Communications & PR Lead, Creative Director, Sponsorship Operations Lead, Regional Leads

Term: January 2017 – December 2017

Positions Available: 1