

# ATIO BOARD MEMBER JOB DESCRIPTION

March 9, 2015

## Responsibilities specific to the Vice-President

By-laws Section

### Meetings

Attending all Board meetings, Executive meetings and the AGM

Assisting the Board in selecting and appointing a retuning officer at least 75 days before the annual general meeting

### Representing the Association

Representing ATIO, as approved by the Board and/or as delegated by the President, including to:

- Conferences
- Stakeholder groups
- Social media

As directed by the President, preparing news releases for Board approval prior to release

### Reporting

As directed by the President, drafting articles or reports for the InformATIO newsletter

Submitting written reports to the Board regarding events attended

Submitting written reports to the Board regarding summary of quarterly activities, prior to Board Meetings

### Other duties as Board member

Undertaking any special projects or tasks as directed by the President, or assisting with the projects of other Directors as required

Participating in ATIO events such as International Translation Day (ITD)

Assisting the Board and the Executive in accomplishing the goals and objectives of the Association

### Vacancy of the position of President

If the position of President becomes vacant before the completion of the normal term of office, the Vice-President automatically accedes to the presidency for the rest of the term.

13.05

Actions/liaising on behalf of the Association should be based on prior direction or approval from the Executive or the Board