

# Norwood Community Centre

87 Walmer Street | Winnipeg, Manitoba, R2H 3H4  
204-986-7056



## Vice-President Operations

<b>Convener Title:</b>	Vice President-Operations	<b>Term of office:</b>	Annual
<b>Location:</b>	Norwood Community Centre	<b>Voting member:</b>	Yes
<b>Level/Salary Range:</b>	Volunteer Position	<b>Position Type:</b>	Volunteer Position
<b>Position Description:</b>			
<p><b>Overview</b> The purpose of the Norwood Community Centre is to provide a broad range of recreational, social and leisure activities for persons of all ages residing within the designated areas through the management and operation of the facilities and grounds. Any resident of the area may be nominated to hold the office of Vice President of Operations.</p> <p><b>Qualifications</b> Must be a member of our community and living within our district.</p> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Abide by the constitution and by-laws (attached)</li> <li>• Preside over meetings in the absence of the President</li> <li>• Assist the President in performing duties as requested</li> <li>• Learns the duties of the President and keeps informed of key issues</li> <li>• Support the General Manager to maintain and review all program contracts</li> </ul>			
<b>Standard Forms</b>			
Constitution and by-laws			
<b>Reviewed By:</b>	Norwood Community Centre Board	<b>Date:</b>	November 16, 2017
<b>Approved By:</b>	Norwood Community Centre Board	<b>Date:</b>	November 16, 2017
<b>Last Updated By:</b>	Jill Sutherland	<b>Date/Time:</b>	November 16, 2017