



Vice Chair, Board of Directors – Position Description

The Vice-Chair is responsible for ensuring the long-term sustainability of the society in three main areas. By overseeing the planned maintenance activities needed to sustain and improve Orpheus House, the VC ensures that we have the space required to develop our artistic and technical excellence. By working with our ScotiaWealth Investment Managers and volunteers with financial investment, knowledge, and skills, the VC ensures that we have the necessary funds for capital projects, building upkeep and operational contingencies. Finally, the VC oversees employee and contracted staff agreements in accordance with standards and regulations under Federal and Provincial jurisdiction. A broad knowledge of business processes, facility requirements and investing principles will assist the VC in successfully carrying out the specific requirements of this portfolio.

- Acts as second in charge to the Chair, but is not necessarily expected to succeed the Chair
- Has prime responsibility for separate Investment Accounts (including investment decisions), which consist of funds initially transferred from the former Board of Trustees, together with funds paid from annual operations pursuant to Bylaw sustainability provisions, bequests, and donations.
- Has prime responsibility for implementation of the Reserve Fund Plan and associated payments required
- Has prime responsibility for paid contract personnel and employees
- Is one of four authorized cheque signers on the operations account (two must sign)
- Is one of three authorized cheque signers on the investment accounts (two must sign)
- Establishes, chairs and ensures the Investment Advisory Committee meets and reports to the Board as required.
- Serves on the Budget and Finance Committee
- Serves on the Bylaw Committee