



Waldorf Education Society of Edmonton Position Description – Vice-President

Term:

Two years, elected at the Annual General Meeting. A Vice-President may be appointed and serve until the next AGM when the position shall be up for election.

Accountability:

The Vice-President is accountable to the Board of Directors or Members as specified in the bylaws.

Responsibilities:

The Vice-President is a vital part of Board leadership and works closely with the Board President to support and strengthen activities of the Board. Each Executive Member of the WESE Board facilitates and Chairs at least one Committee.

General Duties:

In addition to the duties carried out by Board members, the Vice-President is also responsible for;

- planning, developing and enforcing policies and objectives for the organization to ensure it maintains its values and meets established goals.
- understanding the responsibilities of the board chair and be able to perform these duties in the chair's absence
- working closely with the President, Board Members and staff
- participating closely with the President to develop and implement officer transition plans.
- attends monthly Board meetings, currently scheduled for the 3rd Thursday of each month and four scheduled WISE meetings that include both Board and Faculty.
- Depending upon the organization's needs and its bylaws, the Vice-President may be assigned special area(s) of responsibility

WESE Board Roles and Responsibilities:

Leadership - a leader within the WISE community, members of the WESE Board will be a model of professionalism, and work to promote the vision, mission and values established by the Board and Faculty.

Vision - Members of the board are tasked with envisioning the strategic 'big picture', ensuring the growth and sustainability of the school.

Integrity - WESE Board members must have a genuine interest in the impulse of Waldorf Education, and have a strong commitment to the success of the school.

Responsibility- The dual role of parents and board members must be acknowledged and held in the light. WESE Board members will hold their responsibility to the school above personal preferences and biases.

Service - Board members shall not receive remuneration for their contributions and work; choosing in freedom to serve, collaborate and build.

Accountability - The WESE Board of Directors is accountable to our students to provide for their educational, emotional and physical needs while providing the highest calibre Waldorf Education. We are accountable to our employees to be fair and transparent. We are accountable to our regulating bodies to fulfill our obligations to the best of our abilities. We are accountable to the WESE Board to strive for positive and effective governance and communication, to be present for board meetings and email discussions, to contribute to Board work in a meaningful and constructive fashion and to fulfill the tasks we have agreed to.

Resilience - There will be many changes ahead, challenges to overcome, and emergencies to manage. Through these changes Board members must set a tone of grounded optimism, integrity and resilience.

As leaders in the school we must shine in our actions and deeds.

Confidentiality - WESE board members will sign a confidentiality agreement annually. Ensuring the privacy of the personal details of both the WISE staff and all WISE families is a sacred trust.