

# APFFPA Executive Vice-Presidents Duties and Responsibilities Policy

## APFFPA Vice-Presidents Duties



Version	Approved By	Revision Date	Author
1.0	APFFPA Executive Board	January 1, 2024	APFFPA Principal Officers

### Purpose

The purpose of this policy is to outline the duties and responsibilities of Executive Vice-Presidents within the Association and establish guidelines for their remuneration.

### Scope

The policy is applicable to activities and responsibilities within Alberta and the Northwest Territories, where the APFFPA operates.

### Policy Statement

The Executive Vice-President plays a crucial role in the leadership and governance of the Association, contributing to decision-making processes, strategic planning, and overall organizational success.

#### Section 1 Executive Board Meetings:

It shall be the duty of each Executive Vice-President to attend Executive Board Meetings regularly. During these meetings, Executive Vice-Presidents are expected to actively participate in Executive board governance duties, including but not limited to, Executive Board decision making, strategic planning, and any other governance duties deemed necessary for the betterment of the Association.

#### Section 2 Governance Duties

Executive Vice-Presidents are expected to contribute their expertise and insights to facilitate effective decision-making processes within the Executive board. They shall collaborate with other members to address strategic issues, propose initiatives, and ensure the overall success and sustainability of the Association.

#### Section 3 Compliance with Association Policy

All Vice-Presidents are required to adhere to the policies and guidelines set forth by the Association. Failure to comply with these policies may result in a review of the Vice-President's continued eligibility for remuneration and may also lead to other appropriate actions as determined by the Executive board.

## Roles & Responsibilities

Role & Responsibility
<p>Attendance and Participation</p> <ul style="list-style-type: none"><li>• Regularly attend Executive Board Meetings to actively contribute to discussions and decision-making.</li><li>• Engage in strategic planning sessions to provide valuable insights and recommendations.</li></ul>
<p>Decision-Making</p> <ul style="list-style-type: none"><li>• Collaborate with fellow Executive Board members to make informed and strategic decisions for the Association.</li><li>• Participate in voting on important matters and resolutions brought forth during Executive Board Meetings</li></ul>
<p>Communication</p> <ul style="list-style-type: none"><li>• Effectively communicate decisions and strategic initiatives to relevant stakeholders.</li><li>• Collaborate with other Vice-Presidents and Executive Committee members to maintain open lines of communication within the Association.</li></ul>

## Approval & Review

This policy will undergo periodic reviews to ensure its continued relevance and effectiveness.

Name	Title	Date of Review
Elliott Davis	APFFPA President	May 2026
Dan Henschel	APFFPA EVP	May 2026
Cole Chapelsky	APFFPA Secretary Treasure	May 2026