

Vice President



Function:

The Vice President supports the President in providing leadership and strategic direction for the Society. The Vice President helps ensure the smooth functioning of the Society's activities, fosters member engagement, and upholds the organization's values of collaboration, education, and historical preservation.

The Vice-President is an officer of the BIFHSGO; appointed by resolution of the Board of Directors at the first meeting of the Board following the Annual General Meeting at which time the individual is elected to the Board. The term of office shall be two years beginning and ending the date of the AGM, or until a successor is appointed and takes office. The Vice-President may not serve more than four consecutive terms.

Specific Responsibilities and Duties:

Leadership & Governance

- Assist the President in leading the Executive Committee and Board in accordance with the Society's constitution, bylaws, and strategic plan.
- Act as the President's deputy, assuming their responsibilities in their absence.
- Participate in the development and execution of annual goals, priorities, and policies.
- Maintain awareness of Society operations and provide advice on governance matters.

Member & Community Engagement

- Represent BIFHSGO at meetings, events, and public functions as required.
- Build relationships with members, volunteers, partner organizations, and the genealogical community.
- Support initiatives that enhance member benefits, volunteer recognition, and community outreach.

Operational Support

- Work with Executive Committee members to coordinate society programs, including lectures, workshops, and conferences.
- Provide guidance and support to committee chairs and project leaders.
- Participate in budget discussions and ensure responsible stewardship of resources.

Succession & Continuity

- Prepare to step into the role of President if required, ensuring organizational continuity.
- Mentor prospective leaders within the Society.

Qualifications

- Active membership in BIFHSGO.
- Demonstrated commitment to family history, genealogy, or historical research.
- Strong organizational, leadership, and communication skills.
- Ability to collaborate effectively in a volunteer-led environment.
- Previous experience in nonprofit governance or leadership is an asset.

Time Commitment

- Attendance at monthly Executive Committee and Board meetings.
- Participation in major events such as the Annual General Meeting and annual conference.
- Regular engagement in Society activities (average 6–10 hours per month).