



The Navy League of Canada – Stony Plain Branch

PO Box 2276 Stn. Main, Stony Plain, AB T7Z 1X7



JOB TITLE: Vice President (1st & 2nd)

SUPERVISORS: President, Alberta Division

TASK EXPECTATIONS:

- Act as the president in His/her absence
- Works closely with the President to assist with his or her duties
- Assist in making executive decisions within the Branch.
- Outsource any fundraising opportunities that may arise that will benefit the cadets.
- Signing Officer
- Acting as a liaison between the Cadet officers and parents' group.
- Performs other duties as assigned by the President

SKILL EXPECTATIONS:

- Excellent managerial and people skills.
- Methodical mind set.
- Attention to detail.
- Able to multitask
- Good communication & interpersonal skills.
- Commitment to the organization and what the Cadets model stands for.

TIME COMMITMENT EXPECTATIONS:

- Regular attendance at cadet functions (approx. 4 hrs. / week)
- Available for all meetings as required
- Available to answer any questions at any time
- Available via email/telephone during regularly scheduled business hours with a reasonable return time (24-48 Hrs.)
- Available to all members of the board and CO's for information requests and outside meetings (approx. 2 hrs. per week)
- Other random duties as required to fill any gaps

MINIMAL QUALIFICATION:

- Mentorship and/or any relevant management experience
- Pass a basic RCMP Screening (CPIC) & Alberta Navy League Screening
- Commit for Kids Certificate
- Experience with Computers & basic software skills (i.e. Email, Word etc.)
- Bonus: AGLC GAIN Training (within the last 3-5 years)

Supporting
Royal Canadian Sea Cadet Corps #299
Navy League Cadet Corps #203 Erwin J Stolk