

PEI POTTERS STUDIO COOP

Job Title:	Vice President
Group: (Exec, Team Lead, Team Member)	Executive
Term: (Annual, Or Renewable)	Annual
Reports to: (Pres, Exec, Team Lead)	President
Training:	
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <p>General role as part of executive:</p> <ul style="list-style-type: none"> - Fill in for President if and when required - Chair annual members meeting and/or other meetings in the absence of the President - Participate in executive meetings and in making decisions about the management of the studio on an ongoing basis - Serve as liaison with the City Dept of Recreation on issues related to operation of Pottery Classes as required - ensure positions reporting to VP are filled and oversee positions <p>Specific functional duties as part of the pottery coop:</p> <ul style="list-style-type: none"> - Oversee Education (classes and workshops) - Education Coordinator position reports to VP. - Oversee Membership - Membership position reports to VP. 	

Approved By:		Date:	
---------------------	--	--------------	--