

# MNU HOW TO: VICE PRESIDENT GUIDE

## WELCOME TO THE HOW TO BE A VICE PRESIDENT GUIDE!

At MNU Provincial Office, we understand that stepping into a new role can be intimidating, which is why we have created this resource for your new position. Our goal is to make everything as easy as possible while still providing you with all the essential information you need to feel confident. But always know, we're here to help if you need us.

The Vice President of a Local/Worksite/Region will regularly communicate with the President of the Local/Worksite/Region. The Vice President position is a dynamic position that is often dependant on the Local/Worksite/Region and the President.

**Essentially, the Vice President works alongside the President to protect and advance the interests of the Local/Worksite/Region. Should the President of the Local/Worksite/Region vacate their position in the middle of their term, the Vice President will act as President to the end of the term.**

## IN ADDITION, THE VICE PRESIDENT WILL:

- Attend all executive and general membership meetings and will preside at all meetings where the President is absent.
- Represent the worksite membership on committees
- as delegated by the President and executive
- Honour the constitution of the Worksite/Local
- Be one of two signing authorities of the Worksite/Local
- Perform any other duties as assigned by the executive
- Respond to any inquiries or concerns from the membership as delegated

It's important to remember that the duties of a Vice President will vary from Worksite to Worksite, Local to Local, or Region to Region. If you have questions about your specific role as a Vice President, please reach out to your Worksite/Local President.