

Interview Committee Vice Chairperson Position Description

Purpose of the position: to act as Chair of the Conference Interview Committee when the chair is unavailable, and to provide support to the chair upon request.

Term of office: ~~one year term, renewable to four years~~
three year term, renewable once

Time Commitment: Attend two business meetings and be present on four interview days as scheduled.

Financial control/responsibility: none

Tasks/responsibilities: The Vice Chairperson supports the current chairperson when needed.

Specific tasks include:

- represent the Chairperson at events/meetings which the Chairperson is unable to attend
- act for the Chairperson if necessary or upon request
- be a member of Conference Interview Committee
- plan the agenda along with the Chairperson and Staff Support persons and help in the teams construction for interviews

Skills required:

- ability to chair meetings when called upon
- ability to work comfortably using technology (email, conference calls)
- ability to read materials provided, and discern competency of interviewees, and areas needing further exploration
- experience in conducting interviews, preferably with a Conference Interview Committee or Board
- ability to meet deadlines
- have organizational skills such as keeping track of processes and follow up
- knowledge of various categories of ministry and the educational processes for each
- be a problem solver, encouraging good discussions and conflict resolution
- be a good communicator

Resources available:

- staff support –Conference Personnel Minister assigned by the Executive Secretary and the Administrative Assistant to the Conference Personnel Ministers
- chair and committee members

Orientation/training provided: through the Toronto Conference Staff Support person

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