

**Driving School Association of the Americas, Inc**  
**POSITION: Administrative VP**  
**Term: Two Years**

---

**Organizational Status:**

- The Administrative Vice President is responsible for assisting the President in directing the efforts of the Board of Directors to develop and mobilize resources.
- Reports directly to the Board of Directors.

**As per DSAA Constitution**

The Administrative Vice President shall be an assistant to the President and shall work in close conjunction with the President, Executive Vice President and all members of the Executive Committee. The President can assign a part or portion of his/her duties to the Administrative Vice President to aid in the performance of an efficient executive office.

**Core Roles & Responsibilities:**

- Act in place of the President when required.
- Assist in the preparation of the Annual Budget in collaboration with the Finance Committee.
- Chair meetings of the Board.
- Assist in providing structure to meetings and allow all interested participants to have their views shared.
- Keep meetings moving in a positive and productive manner.
- Participate as a member of Executive Committee to conduct an annual performance review of any paid personnel.
- Work with Board members and Office Staff to ensure tools and supports are in place to maximize productivity.
- Provide a written Report for distribution to the Board one week prior to Board meetings
- In the Chair's absence or inability to attend, participate in Road Safety events to represent the DSAA.

**Administrative Responsibilities and Duties:**

- Work closely with the President, Executive Committee and other personnel to prioritize functions of the DSAA.
- Compile periodic reports outlining the operational successes and failures of the organization with recommendations for improvement.
- Prioritize functions of the DSAA, meeting schedules and recommendations for action to improve operating procedures.
- Assist the President and Executive Committee members with the completion of major projects as they arise.
- Assist the President to coordinate monthly conference call of the Executive Committee.
- Assist with creating all meeting agendas, compiling all meeting materials and developing requisite action plans.
- Assist the Communications Office to coordinate the flow of communications so it meets the highest standard of language use and clarity.
- Assist and preside at all Board meetings and all meetings of the Members.
- Assist the President in the negotiation of all Association contracts.
- Assist Executive Committee to make consistent decisions by advising of historical precedents.
- Serve as liaison between Executive Committee members and the President.
- Exercise judgment and discretion in communicating with members, stakeholders and volunteers and in developing recommendations and proposals, interpreting implications and indicating alternatives and solutions.
- Assist with publishing the corporate newsletter by gathering information, preparing and editing articles.
- Carry out such other duties as may be assigned, from time to time, by the Board.

## **General:**

- Uphold the Constitution & By-Laws of the DSAA.
- Serve on the Executive Committee.
- Review and approve an Annual Budget in collaboration with the Finance Committee.
- Mentor, advise and guide in the role of Administrative Vice President when direction is needed by the Board.
- Serve on other committees and subcommittees as needed.
- Be knowledgeable of the DSAA story, and how and when the association was founded.
- Be prepared to act as an advocate and spokes person for the DSAA when interacting with stakeholders, partners and the public.
- Be prepared to participate in events and media opportunities for the DSAA.
- Be aware of current DSAA statistics on finances, membership and notable successes.
- Champion the organization and advocate its mission to both internal and external stakeholders

## **Financial:**

- Assist the President and Controller in preparing annual income and expense budgets for the following year.
- Assist Controller with financial oversight of each budget category in the Chart of Accounts.

## **Resources and Procedures:**

- Update organizational and personal knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.