

March, 2019

Driving School Association of the Americas, Inc

Position: Executive VP

Term: Two Years

Organizational Status:

- The Executive VP is responsible for leading and directing the efforts of the Regional Vice Presidents to develop and mobilize resources.
- Reports directly to the Board of Directors.

As per DSAA Constitution:

The Executive Vice President may be delegated by the President to perform his/her duties in the event of his/her temporary disability or absence from meetings. In event of death or permanent disability of the President, Executive, Vice President or Administrative Vice President, the vacancy caused shall be filled by the vote of the Board of Directors.

Core Roles & Responsibilities:

- Act in place of the Chair when required.
- Assist in the preparation of the Annual Budget in collaboration with the Finance Committee.
- 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 Regional VP's to ensure tools and supports are in place to maximize productivity.
- In the Chair's absence or inability to attend, participate in Road Safety events to represent the DSAA.
- Provide a written Report for distribution to the Board one week prior to Board meetings.
- Carry out such other duties as may be assigned, from time to time, by the Board.

Administrative Responsibilities and Duties:

- Work closely with the Regional Vice Presidents and other personnel to prioritize functions of the DSAA.
- Assist the President and Administrative VP with the completion of major projects as they arise.
- Oversee and assist Regional VP's in the performance of their duties and responsibilities to ensure that all mission objectives are met.
- Coordinate reports from Regional VP's concerning their respective areas of responsibility.
- Present Regional VP Report in the absence of a Regional VP at meetings of the Board and meetings of the Members.
- Assist responsible Committee members to arrange special events for the DSAA.
- Assist with creating all meeting agendas, compiling all meeting materials and developing requisite action plans.
- Keep a record of all reports from the Regional VP's.
- Assist and work closely with Conference Committee creating agendas, programs and action plans.
- Create public awareness initiatives to ensure that the Association is visible to its various publics.
- Assist the Conference Committee to research and find speakers, vendors and venues.

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 Executive VP 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 spokesperson 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:

- Reviews the financial reports, exchange ideas and suggest changes to improve operations.

Resources and Procedures:

- Develop new initiatives to ensure resources are available to support programs and speakers.
- Building endowment funds.
- Identify, involve, educate and cultivate major corporate and individual prospects.