

# Executive Officer | Vice-President

## A unique opportunity to:

- **Advance leadership skills!**

Leadership recruitment, financial management, public speaking and media relations; provincial and national-level strategic thinking; cross-organizational partnerships, team building and collaboration.

- **Travel across Alberta to connect with members and support local leadership teams.**
- **Champion the essential work of health-care professionals through provincial and national speaking engagements.**
- **Bring HSAA member voices to the provincial and national labour movement.**

## About the role

**The Vice-President plays a critical role in financial stewardship, chairing the Finance Committee, providing oversight of Union financial processes, and ensuring accurate and transparent budgeting and reporting.**

### Key responsibilities:

#### **Financial Stewardship and Records Oversight.**

Ensures accurate and transparent budgeting and reporting and accuracy of union records.

#### **Strategic Leadership.**

Chairs staff bargaining, governance, and Executive Director hiring committees. Works with the President and Executive Director to manage strategic planning and reporting cycles.

#### **Public Representation.**

Represents HSAA at member and partner events, including frequent public speaking engagements. As the Vice-President assumes the duties of the President in their absence, this role requires comfort with media interviews.

### Key competencies:

- Strong understanding of HSAA policy, governance, and member priorities, gained through Local Unit Executive or Board level experience is desired for this role.
- Commitment to acting in the best interests of the entire membership (fiduciary duty).

## Time Commitment and term

This is a full-time elected role that requires significant time, commitment, availability and travel.

The Vice-President serves a three-year term and may seek re-election. There is no term limit.

## Compensation

This is a full-time salaried position. The incumbent is granted a leave of absence from their employer.

## Training and resources

The Vice-President works closely with the President, Executive Director and Board of Directors. Working together to provide strategic oversight of the organization, they are supported by HSAA staff, who provide information, expertise and advice as required. Professional development opportunities are available.

## Process to run for Vice-President

The election process is set out in the [HSAA Constitution](#). The [HSAA Elections/Credentials Committee](#) provides oversight of the process.

The Vice-President is elected through an all-member vote. To run, applicants must complete [the nomination form](#) which requires ten member signatures.

The nomination period begins February 15, with elections complete by the end of March.

HSAA members in good standing are eligible.

## Find more information

[hsaa.ca/leadyourunion](https://hsaa.ca/leadyourunion) ✉ [elections@hsaa.ca](mailto:elections@hsaa.ca)