

Vice-President Duties and Responsibilities

The primary role of the Vice-President is to assume the responsibilities of the President in the event of his/her absence. The Vice-President also carries out special assignments as requested by the President or the Board of Directors.

Procedures:

1. The Vice President is not in the succession to the Presidency
2. The Vice President is a voting member of the Board of Directors
3. Attend all Board Meetings when possible
4. Familiarize self with the monthly Minutes, Financial Report and Agenda
5. Responsible for duties as requested by the President or Board of Directors
6. Assume the duties of the President in the event of his/her absence