

CHES SASKATCHEWAN CHAPTER

Date: **April 6, 2015**

Issue: **Governance**

Subject: **Duties of the Chapter Executive Chair**

Reviewed:

Approval date:

The Chapter Executive Chair:

- a) shall act as Chair of all meetings of the Chapter Executive Committee and of the AGM and any special meetings of the membership of the Chapter.
- b) Shall be the deciding voice only when voting has resulted in a tie.
- c) shall be responsible for the due observance of the Constitution and by-Laws of the Chapter
- d) shall certify documents issued by the Chapter in conjunction with the Secretary unless the Chapter Executive Committee authorizes two alternate officers.
- e) shall be the one of the required signing officers along with the treasurer for any fiscal transactions concerning Chapter Business
- f) shall assist the Past Chair on National conference planning committees when held in our Chapter area
- g) shall work with the Chapter Executive Committee to develop conference policies and procedures that support the work of the Chapter and are in alignment with National policies and procedures where applicable. Policy reviews are to be done a minimum of once every three years
- h) perform such other duties as the terms of his engagement, or this By-Law calls for, or the Chapter Executive Committee may, from time to time, properly require of him/her.