

CHES SASKATCHEWAN CHAPTER

Date: **April 6, 2015**

Issue: **Governance**

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

Reviewed:

Approval date:

The Chapter Executive Vice Chair:

- a) shall support and assist the Chair in carrying out his /her duties as listed in the Chair TOR
- b) be vested with the power, to perform all the responsibilities of the Chair in his/her absence or disability
- c) should the Chair refuse to act on a particular item as directed by the Chapter Executive Committee, he/she may perform all the responsibility for this item upon approval by the Executive committee
- d) shall be the other required signing officer for any fiscal transactions should either the treasurer and or Chair is unavailable concerning Chapter Business
- e) shall assist the Past Chair on National conference planning committees when held in our Chapter area
- f) 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
- g) 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.