

## **POSITION DESCRIPTION**

### **Executive Committee – Vice-President**



There are two Vice-President positions elected bi-annually. Duties associated with these positions are shared equitably between the two Vice-Presidents after having been determined through consultation with the President.

#### **DUTIES**

1. Assumes responsibility for conduct of the affairs of the Local in the absence of the President, subject to appointment by the Executive Committee.
2. Shares responsibilities associated with positions on various standing and ad-hoc committees, but not limited to: Table Officers, Executive, Office Staff Salaries and Working Conditions Committee, Meetings with the Chief Superintendent, Constitutional Interpretation & Review Committee, Finance Committee, Liaison Committee, Professional Improvement Fellowship, Strategic Planning and Research Committee, and Resolutions Committee.
3. Assists and advise the President.
4. Serves as President, subject to Executive Committee approval, if that office becomes vacant until such time as an election is held.
5. Assists the President in coordinating the activities of the Council of School Representatives.
6. Presides over meetings of the Council of School Representatives.
7. Assists in the planning of the annual orientation for the Council of School Representatives.
8. Performs other duties as assigned by the Executive Committee or the Council of School Representatives.
9. Co-signs cheques and electronic transfer payments issued by the Local.
10. Attends Local Executive, Council and General meetings.
11. Attends the Annual Representative Assembly representing the interests of the Local.
12. Advertises to members and recruits' members for vacancies for Executive offices or committee positions as they occur.
13. Performs other duties relating to the Local's needs.

#### **TERM OF OFFICE**

Two-year term with re-election up to a maximum of four consecutive years.

#### **REIMBURSEMENT**

As per Local Policy 4.B.4 Executive Committee shall receive \$45.00 per meeting to a maximum honorarium of \$70.00 plus travel expenses for attendance at meetings where they are acting in the capacity of their position.

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