**Vice-Chair Role and Responsibilities**

The Board of Directors, immediately following each Annual General Meeting, will approve the appointment of the Vice-Chair.

**General Responsibilities**

The Vice-Chair is an important member of the Society’s leadership team.

A member of the Board of Directors, the Vice-Chair will attend Board meetings and will maintain knowledge of the Society and personal commitment to its goals and objectives.

The Vice-Chair’s duties include, but are not limited to:

* Understanding the responsibilities of the Chair and assuming duties of the Chair, when the Chair is unavailable.
* Working in collaboration with the Chair and the Board of Directors.
* Fulfilling assignments as requested by the Chair.
* When appropriate to succession planning, preparing to assume the role of Chair.
* Orienting the succeeding Vice-Chair.

**Accountability**

The Vice-Chair is accountable to the Board of Directors.

**Treasurer-Staff Relations**

The Vice-Chair will work collaboratively to support the efforts of the Executive Director.

**Committee Relations**

The Vice-Chair is a member of the Executive Committee.

**Signing Authority**

The Vice-Chair may act as signing officer for cheques and other documents with the Executive Director or other designated Directors.

The above information supplements the Society’s By-Laws and Societies Act. In the case of conflicts, the By-Laws and/or Societies Act will take precedence.

Motion to approve Vice-Chair Roles and Responsibilities: