



POLICY

Policy Area: Governance	Subject: Roles and Responsibilities
Title of Policy: Vice President	Policy Number: 1.1.3
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date:
<p>1. Rationale or background to policy:</p> <p>1.1. Constitution/By-Laws Section 5 Elected Officers explains the process for determining the President and Vice President, including term, time limit, eligibility, and filling a vacancy.</p> <p>1.2. In compliance with Governance Policy 1.1 Roles and Responsibilities, this policy defines the roles and responsibilities of the Vice President.</p> <p>2. Policy Statement:</p> <p>2.1. The CSBA is committed to clearly articulating the roles and responsibilities for all key leadership positions.</p> <p>3. Roles and Responsibilities:</p> <p>3.1. The Vice President assists the President in the execution of the President's duties.</p> <p>3.2. In the absence of the President, the Vice President assumes the responsibilities and duties assigned to the President.</p> <p>3.3. When presiding at a meeting of the Board of Directors, the Vice President is entitled to only his or her vote as a Director appointed by a Member.</p> <p>3.4. The Vice President is a member of the Finance Committee.</p> <p>3.5. The Vice President acts as an official signing agent for the organization.</p> <p>3.6. The Vice President assumes other duties as delegated by the President or assigned by the Board of Directors.</p> <p>3.7. If designated, the Vice President will attend provincial annual general meetings within provisions noted in Policy 2.4 Travel and Expenses.</p> <p>3.8. If designated by the Executive, the Vice President will participate on the CSBA Congress organizing Committee.</p>	