



Operational Guideline

1st Vice President's Roles and Responsibilities	O.G. # 1.01.02	Page 1 of 1
	Eff: October 10, 2014	Initial of Pres DC

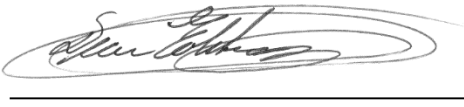
Purpose: To provide a description of the roles and responsibilities of the 1st Vice President of the Association

Scope: The BCFTOA membership.

Policy: Each Executive Member shall have a complete description of their roles and responsibilities as it relates to the title of the position and where applicable the Association's constitution.

Procedure: The 1st Vice President's Roles and Responsibilities:

- The 1st Vice-President shall carry out the duties of the president during his absence.
- The 1st Vice-President shall organize and coordinate the annual conference educational program and assist the host department and their conference coordinator in their duties for the annual conference
- Must promote training ideas and training initiatives for all members as it relates to the Association
- Shall attend the zone meetings of the BCFTOA for the zone they live or serve in
- Shall attend other zone meetings as requested
- Attend meetings as requested by the President, as it relates to the business of the Association
- Establish and ensure all communication and direction for the Association is maintained at the highest level for the Directors, Staff and Membership

 Signature of President Signed: October 26, 2014	This OG replaces Issued: NA
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