



Operational Guideline

2nd Vice President's Roles and Responsibilities	O.G. # 1.01.03	Page 1 of 1
	Eff: October 10, 2014	Initial of Pres DC

Purpose: To provide a description of the roles and responsibilities of the 2nd 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 Second Vice President shall supervise, assist and coordinate the activities of the zone representatives through, but not limited to, the following;

- Informing zone representatives of their duties and responsibilities.
Ensuring zone meetings are scheduled regularly through-out the year.
Assisting zone representatives in maintaining contacts for their zone members.
- Ensuring zone meeting minutes are passed along to the BCFTOA Secretary.
Providing a link for information to be passed between the BCFTOA executive and the membership and vice versa through the zone representatives.
- Attending the zone meetings of the BCFTOA for the zone they live or serve in.
- Attending other zone meetings as requested.
- Participating in regularly scheduled executive meetings.

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