

VICE PRESIDENT JOB DESCRIPTION

- The Vice President is normally elected at the Annual General Meeting for a term of one year. Two years in the position is recommended.
- The Vice President is a member in good standing of the CSD and agrees to work toward fulfilling the purposes of the Society.
- The Vice President is a Director and is encouraged to contribute to the decision making process with personal suggestions and questions.
- The Vice President is empowered to carry out his/her affairs of the Society upon approval of the Board of Directors.

Duties Include

- Shall attend all meetings.
- Right-hand to the President assisting in the overseeing of the CSD organization's business.
- Assists with the coordination and running of the annual CSD Convention.
- The Vice-President shall perform the duties and exercise the powers of the President should the President be absent.
- Reasonable expenses for supplies or services incurred by the Vice President will be reimbursed. Submit receipts or statement to the CSD Treasurer.
- Reasonable expenses for travel to attend CSD Board meetings will be reimbursed. For travel by personal vehicle, gas expenses are reimbursed.
- The Vice President will receive free registration, accommodation, meals and parking at the Annual Convention/Annual General Meeting.
- As a Director, the Vice President may receive special rates for CSD sponsored workshops.
- When leaving this position with the CSD Board he/she will assist with the transition to the person taking over this role.