

## **Branch Vice Chair**

**Organization:** PPOC-AB North/Central/South Branch

**Location:** Alberta, Canada

### **General Function**

The Branch Vice Chair is an elected position by general membership and in the PPOC By Laws, and shall perform the duties and exercise the powers of the Chair in the absence or disability of the Chair.

### **Organizational Relationship**

Accountable to: General Membership, Branch Chair

Functional Relationship with: Branch Board & Committees

### **Term Of Office**

Term of office shall be for one (1) year renewable and no longer than 5 years.

**Service Merits: up to 40 merits**

### **Contributions & Expectations**

- An accredited member of the Executive.
- Be knowledgeable of the PPOC National By-Laws and Policies Manual.
- The Vice Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair and shall perform such other duties as shall from time to time be imposed upon them by the Board.
- Shall take on portfolios and lead committees as required.
- There is an expectation that the position will be involved with program development and social events to access the 40 merits.

### **Voting Limitations**

The Vice Chair shall vote on all governance and operational issues at the Branch level.

### **Skills:**

- Have good listening, organizational and communication skills.
- Be aware of meeting rules of order.
- Be able to plan for and conduct physical and virtual meetings.