



Council Vice-Chair

Position Reference
Policy Number: PR-2

Date of Approval	Responsible Authority	Last Revised
June 20, 2012	CMLTM Council	December 7, 2022

Policy

Responsibilities of the CMLTM Council Vice-Chair include the following:

1. An active member of the CMLTM Council.
2. A member of the CMLTM Executive Committee.
3. Regularly reviews the Legislation, Bylaws and Regulations governing the CMLTM.
4. Reviews all Council meeting documents prior to the meeting and regularly attends Council meetings.
5. Works closely with and reports to Council Chair as necessary.
6. Chairs the Council and Executive Committee meetings when the Council Chair is unavailable.
7. Performs other Council Chair responsibilities as per position reference PR-1 when Council Chair is unavailable.
8. Assists at and attends Executive Committee meetings.
9. Mentors other Council or Committee members.
10. May include being an ex-officio member of subcommittee(s) as assigned by Council.
11. Assists Council Chair and/or Registrar/CEO with policy development and review.
12. Assists with the yearly Registrar/CEO assessment and remuneration review.
13. Assists with development or review of other necessary assessments, including, but not limited to, Council or Committees.
14. Participates in Council training and strategic planning as necessary.
15. Performs other duties as assigned by the Council.

Revision History

- June 20, 2012 – Date of Approval
- September 14, 2016
- December 7, 2022 – Last Date of Revision