

## **Terms of Reference**

<b>Position Reference</b>	<b>Policy Number</b>
<b>Job Description</b>	PR-2
Council Vice-Chair	<b>Date of Approval</b>
	June 20, 2012
<b>Responsible Authority</b>	<b>Date of Revisions</b>
CMLTM Council	September 14, 2016
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Responsibilities of the CMLTM Vice-Chair include the following:

1. An active member of the CMLTM Council.
2. A member of the Council Executive.
3. Regularly reviews the Legislation, By-Laws 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.