



Position Title: Chapter Vice-Chair

Position Description:

This is role intended as a shadow and succession plan for the Chapter Chair position.

Responsibilities:

- 1) Be prepared to fill in for the Chapter Chair and carry out Chair's responsibilities when Chair is unable or unavailable ;
 - a) Fully review and understand the role and responsibilities of the Chapter Chair person
- 2) Attend Chapter Executive meetings and other Chapter events;
- 3) Attend Annual Chapter Meeting;
- 4) Assist in organizing, facilitating and marketing Chapter events;
- 5) Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- 6) Liaise with the Chapter Chair and Chapter Director as required;
- 7) Promote CSC and the Calgary Chapter at every opportunity.

Range of Expected Time Commitment: 2 to 3 hours per month. Specific tasks over and above their regular role, can range up to 15-20 hours per month depending on the complexity and timing.