



Duties of Officers

The Vice-President

The Vice-President shall:

- Assume the duties and the responsibilities of the President during the absence of, or in the event of the resignation of, the President;
- Be a signing officer of the Society;
- Issue where required a current copy of the Constitution, By-Laws, and Rules and Regulations of the Society to any member of the Society;
- Record or arrange to have recorded the minutes of all General Meetings of the Society and all meetings of the Board of Directors;
- Ensure that copies of the minutes of all meetings of the Society and Board are circulated to Board members within fourteen (14) days of each meeting;
- Ensure that notices of meetings and agendas for all General and Special Meetings of the Society are prepared in consultation with the President and are then circulated to the membership;
- Ensure that reports, forms, and other such information as may be required from time to time are circulated;
- Ensure that correspondence of the Society is conducted, except in those instances when the President may require from time to time that certain items of correspondence be conducted by another specified member of the Board;
- Ensure that an accurate file of all minutes, correspondence, and reports pertaining to the business of the Society is kept;
- Be an archivist of the Society and maintain a complete file of all records and materials of the Society;

- Act as chairman of, and appoint Society members to, the Constitution Revision Committee, Nominations Committee and Finance Committee;
- Perform such duties as may be determined from time to time by the Board;
- Assist the President in the duties of his/her office;
- Ensure that the register of members of the Society is maintained and updated and that a copy is submitted to Field Hockey Canada;
- Serve as a member of the Board and hold current membership to the Society.

Constitution Revisions Committee

- Review the Constitution and Bylaws and the Policy & Procedures Manual each year, and present revisions as needed to the AGM;
- Compile revisions for presentation to Board prior to the Annual Meeting;
- Submit to the Association membership, notice of revisions fifteen (15) days before the AGM;
- Amend Constitution & Bylaws and Policy and Procedures and arrange for the distribution after the AGM;

Nominations Committee

- For regular elections at the Annual General Meeting:
 - Send a preliminary notice to all members in January
 - Actively solicit nominees for each position
 - Circulate to all the members, fifteen days before the AGM, a slate of nominees,
 - Arrange for balloting at the AGM (no nominations from the floor).