



## COFAS Job Descriptions

### Vice-President

#### From the COFAS Bylaws:

#### **2. Executive Officers**

2.1 *The Officers of the Organization shall be the President, Vice-President, Secretary, Treasurer, Past President, current year Conference Site Co-ordinator, current year Conference Agenda Co-ordinator, and one Member-at-Large representing each of the three regions (East, West, and Central) who together shall constitute the Executive.*

#### **3. Duties of Officers**

3.2 *The Vice-President shall, in the absence of the President, fulfill the duties of the President and perform such other duties as directed by the membership at its annual general meeting.*

#### The Vice-President shall:

- perform the duties as outlined in the Bylaws;
- attend all Executive and membership meetings scheduled for the year, including the Annual General Meeting;
- assist during the year as needed with COFAS enquiries, meet with COFAS Executive virtually or at CAUT, assist other members of the COFAS Exec as necessary with questions, concerns, etc.;
- arrive a day early at the annual conference to assist with set up;
- work with Executive to finalize the Annual General Meeting Agenda; and
- assist with round-table discussions during conference, or help to host the conference.