



POLICIES AND PROCEDURES

SECTION TITLE: BOARD OF DIRECTORS	SECTION REFERENCE: BD
POLICY TITLE: VICE-CHAIRPERSON PROTOCOL	POLICY NUMBER: BD-012

POLICY STATEMENT:

THE BOARD RECOGNIZES IT IS IMPORTANT THAT THE VICE-CHAIRPERSON PROPERLY HAVE HER/HIS DUTIES, EXPECTATIONS AND REMUNERATION OULINED.

PURPOSE: TO OUTLINE THE EXPECTATIONS, REMUNERATION AND DUTIES OF THE STUDENT CENTRE VICE-CHAIRPERSON.

A. DUTIES:

The Vice-Chairperson shall:

1. Exercise the duties and powers of the Chairperson, during the absence or inability of the Chair to act
2. Attend all meetings of the Board of Directors (BoD)
3. Attend all meetings of the Executive Committee
4. Chair and preside over the Safety, Security and Alcohol Committee, and in conjunction with the Executive Director, set the agenda
5. Perform other duties from time to time as prescribed by the BoD

B. EXPECTATIONS:

The Vice-Chairperson is expected to:

1. Set and maintain regular office hours, with a mind to remuneration (5 hours/week)
2. Be available to the various York constituencies.
3. Respond to Student queries, complaints, and communications.
4. Attend all YORK UNIVERSITY STUDENT CENTRE goal planning sessions that s/he is invited to.
5. Work with the Chairperson in the fulfilment of the organizational goals as set-out during the YORK UNIVERSITY STUDENT CENTRE goal planning retreats.
6. Keep and update an organized filing system.
7. Prepare an adequate transition for the incoming Vice-Chairperson.

C. REMUNERATION:

The Vice-Chairperson:

1. Is entitled to \$30 for attendance at each Executive Meeting.
1. Will be paid an hourly honoraria of \$10 for any work undertaken on behalf of the YORK UNIVERSITY STUDENT CENTRE to a monthly maximum of \$300.
2. Will have a discretionary account with the YORK UNIVERSITY STUDENT CENTRE which will be set in the annual budget.

3. Will share the Chairperson's office and will have the means in which s/he can fulfil their duties and expectations, within reason.

Contact Person (title):	Chairperson
Cross-Manual Reference:	
Monitoring Tools:	Board Minutes
Relevant Forms:	N/A

Board Approval Date:	25 October 2000
Review Dates:	Annual
Revised Date(s):	20 June 2007 (administrative edits to change GM to ED)