



VICE - CHAIRMAN

(The Vice – Chairman may hold another appointment on the Committee, but NOT an elected one)

PURPOSE OF THE JOB

In the absence of the Chairman the Vice – Chairman undertakes the roles of the Chairman.

In the event of the death, incapacitation or resignation of the Chairman, the Vice – Chairman is responsible for ensuring that an extra-ordinary meeting of the membership is called as soon as is practicable for the election of a new Chairman.

DUTIES & RESPONSIBILITIES:

1. To maintain regular contact with the Chairman and, especially, the Secretary and Treasurer to ensure that they are fully appraised of current SMCA affairs and direction.
2. To carry out such tasks as requested/directed by the Chairman to ensure the smooth running of the SMCA.

REPORTING TO:

The Vice - Chairman is accountable to the Chairman, the members of the SMCA Committee and the members of the SMCA.