



**Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES**

**Policy #: 2.7.2**

**Policy: Job Description Board Vice-Chairperson**

**Revision: Rev 2**

**Approval: May 24, 2022**

**JOB DESCRIPTION  
BOARD VICE-CHAIRPERSON**

**1. General:**

- 1.1 The Vice-Chairperson is elected by The Flower Cart Board of Directors for a term specified in The Flower Cart By-Laws. The Vice-Chairperson assumes the duties listed below:

**2. Responsibilities:**

- 2.1 Assumes the duties of Board Chairperson in their absence.
- 2.2 Assumes the duties of the Chairperson of the Policy and By-Law Committee.
- 2.3 Attends all committee meetings when possible. Vice-Chair is present in an exofficio capacity. The Vice-Chair has no vote and does not count towards quorum. 2.5 Responsible for the Annual Board Self-Evaluation.
- 2.4 Coordinates the orientation program for new Directors.
- 2.5 Responsible for the Annual Board Self-Evaluation.
- 2.6 Responds to special needs of the Board as required.

**3. Record of Amendments:**

<b>Revision #</b>	<b>Summary of Revision</b>	<b>Date Approved</b>
Rev 0	Original Issue	April 25, 2017

Rev 1	Reviewed and Updated	April 27, 2021
Rev 2	Updated	May 24, 2022