

**Summary of Executive Duties as per the Bylaws  
of the CPF Vancouver East Chapter**

**6.15 Duties of the President**

The President:

- a) is the chief executive officer of the Chapter;
- b) presides at all meetings of the Voting Members and of the Chapter Executives;
- c) is responsible for the general and active management and supervises the affairs of the Chapter;
- d) is responsible for ensuring that all orders and resolutions of the Chapter Executives are carried into effect;
- e) signs all documents requiring his signature;
- f) is *ex officio* a member of all committees except the Nominations Committee;
- g) performs such other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

The Presidents of each of the three local Vancouver Chapters will maintain communication between Vancouver Chapters, coordinate communication with the VSB (include sharing of the one volunteers representative's seat on the VSB Modern Language Advisory Committee), and will hold a minimum of one meeting per year of all Chapter Executives and School Representatives.

**6.16 Duties of the Vice President**

The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President, and performs such other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter. If the office of the President falls vacant, the Chapter Vice-president shall perform the duties and exercise the powers of the Chapter president until the next Annual General meeting.

**6.17 Duties of the Secretary**

The Secretary:

- a) records and circulates the minutes of all meetings of the Voting Members and of the Chapter Executives;
- b) maintains record book(s) in which the Bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and has the current record book(s) on hand at every meeting of the Voting Members and of the Chapter Executives;
- c) makes the minutes and records available to any Voting Member of the Chapter at any time upon giving reasonable notice and arranging a time satisfactory to the Secretary. Each member of the Chapter Executives shall at all times have access to such minutes and records;
- d) sends out the notices of meeting for all Annual and Extraordinary General Meetings and meetings of the Board of Directors;
- e) performs such other duties applicable to the office as prescribed by these Bylaws and by

the parliamentary authority adopted by the Chapter.

#### **6.18 Duties of the Treasurer**

The Treasurer:

- a) is responsible for the annual budget, the financial books and records, and financial statements as required by these Bylaws and in accordance with the procedures, rules, and policies adopted by the Chapter Executives;
- b) makes the books, records, and financial statements available to any Voting Member of the Chapter at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer. Each member of the Chapter Executives shall at all times have access to such books and records.
- c) performs such other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

#### **6.19 Duties of the Chapter Representative**

The Chapter Representative:

- a) shall be the primary liaison between the Chapter and Canadian Parents for French - British Columbia & Yukon Branch;
- b) shall be the primary liaison between the Chapter and Canadian Parents for French.