

## **Deputy Chair Policy**

### **POLICY**

The Courtenay and District Fish and Game Protective Association require a Deputy Chair for all Committees of the Board, Facility Committees, and other Committees that may be struck from time to time.

### **PURPOSE**

To enable continuity for committees and facilities when succession of chairs occurs, and to provide knowledgeable backup when, regardless of reason, a Chair is unable to carry out his/her duties, thereby ensuring continuation of committee work and operation of Association facilities.

### **SCOPE**

With the exception of the Audit Committee (Article 7), Deputy Chairs of any Committee shall be members of the Association, including members of the Board of Directors.

### **RESPONSIBILITY**

Approval: Committee / Facility Chairs will identify possible members for the position of Deputy Chair and provide this information to the President who will approve the Deputy Chairs by March 1 of each year.

### **Implementation:**

No later than February 1, the Committee or Facility Chair will provide to the President names of possible Deputy Chairs. No later than March 1, the President will approve the Deputy Chairs

### **PROCEDURES**

1. Committee / Facility Chairs will ensure that Deputy Chairs are knowledgeable and familiar with:
  - 1) In the case of Committees of the Board, etc.: the mandate and the status of the work of Committees and the requirements for reporting to the Board of Directors;
  - 2) In the case of Facilities and Programs of the Association: all the operational procedures and regulations of that Facility, Financial and Budgetary matters as they relate to that Facility, and the requirements for reporting to the Board of Directors.
2. The Deputy Chair will be responsible for familiarizing themselves with all aspects of their respective Committee or Facility, will assist the Chair with the workload of their respective Committee or Facility, and, with the exception of Directors, be prepared to assume the duties of the Chair should the Chair be unable to carry out his/her duties, thereby ensuring continuation of committee work and / or operation of Association facilities.

3. Should a Committee or Facility Chair step down, or be unable to carry out his / her duties the Deputy Chair will assist the President in identifying members who may be candidates for the Chair position.

**DEFINITIONS**

“Chairs” are those members designated as “Senior Managers” in the BC Societies Act.

**REFERENCES**

Bylaws ..... Article 5, Section 2.1 b) Duties of Officers

..... Article 5, Section 6. Committees of the Board

..... Article 7.2 Audit