

RCL Branch 594 Policies and Procedures

Third Vice President Duties -Tab #5

General

1. RCL Branch 594 has three Vice President positions. These positions are not to be taken lightly as they have specific roles to ensure that duties are equally shared and in support of the President.

Election of Vice Presidents

2. RCL Branch 594 has their nominations meeting in April of each year and members can also nominate from the floor at that meeting. People interested in running for one of the three Vice President positions must have served on the Executive Committee for at least one year. The Election will occur at the May membership meeting. Their new appointment will commence as of 1 June of that year for a period of one year.

General Duties of the Vice Presidents

3. These are the general duties that can be expected of all Vice Presidents:
 - a. Can be appointed or volunteer to chair one or more of the important committees for the Branch.
 - b. Should have a good understanding on all of the committees and their duties.
 - c. Should have a good understanding on all the duties of the Executive members.
 - d. Should know the ritual, assist with initiations, and endeavor to become familiar with bylaws, policies and procedures for the Branch, and House Rules.
 - e. Should be familiar with all provincial and dominion manuals and regulations.
 - f. Should nurture committee members and the membership to become more actively involved with the running of the Branch.

Duties of the Third Vice President

4. Other than the above general duties for Vice Presidents, the Third Vice President will:
 - a. Understudy the Second and First Vice President and be prepared to handle their duties when both are not available.
 - b. Will Chair the Indoor and Outdoor Property Committee.
 - c. Conduct a weekly inspection of the indoor and outdoor property and note any repairs that need to be completed.

- d. Be familiar with all maintenance contracts and warranties for when there is a requirement to contact and request repairs.
- e. Coordinate the contracts for the emptying of garbage and recyclable bins.
- f. Coordinate with the people in charge of gardening and cutting grass and ensure equipment is available and maintained.
- g. Any other duties that may be assigned by the President.

Prepared by: Comrades Morris Brause, Konrad Bohler, and Larry Williams.

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