



**New Brunswick Forest Technicians Association
Terms of Reference
Executive & Committee Positions of Accountability**

Position(s):	2 nd Vice-President		
Committee:	N/A		
Version:	Draft 1.0	Replaces Version:	Original

GENERAL PURPOSE OF THE POSITION/COMMITTEE: *Briefly describe the position's primary purpose or contribution to the Organization.*

The Second Vice-President shall be a Certified member of this Association.

1. Should the 1st Vice President become unable to complete his/her term of office, the
2. 2nd Vice-President will assume the office of 1st Vice President until the next A.G.M.

MEMBERSHIP: *As specified in the NBFTA Constitution, by-laws or otherwise.*

The Second Vice-President shall be Chairperson of the Disciplinary Committee

TERM: *As specified in the NBFTA Constitution, by-laws or otherwise.*

The individual shall hold office at the pleasure of the Association for a minimum of one year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The primary duties and responsibilities of the President's position include, but are not limited to the following;

- The 2nd VP shall chair the Disciplinary Committee, which has a committee elected to serve a two year term in accordance with the NBFTA constitution and the Code of Ethics.
- Ensure the strict observance of the NBFTA by-laws, constitution and code of ethics
- Develop and maintain an action plan.
- Ensure that he or she or a designate is available to attend all Executive council meetings.
- Submit article or letter to each Azimuth

MEETING FREQUENCY: *Include any sub-committees.*

- The Second Vice-President shall attend Executive Council meetings and shall, with other members of the Council, deal with matters pertaining to the Association.
- As chairperson of the Disciplinary Committee, he/she shall have the committee meet as required, to review complaints.

ADDITIONAL INFORMATION: *Include any other information that will aid in the preparation of an accurate description of this position.*

Prepared By	Allie DeGrace	Date	June 1 st ,2004
Reviewed By		Date	
Revised By	Allie DeGrace	Date	Feb 27 th 2005