



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: 1st VP RESPONSIBILITIES

POLICY #: 4142

Created: August 21, 2017	Last updated: August 28, 2017	Approved: XXXX
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the 1st Vice President of the Fort Saskatchewan Minor Sports Association's (FSMSA) Board of Directors.

2.0 Scope

This policy only applies to the FSMSA's 1st Vice President.

3.0 Terms

1st Vice President – An elected member of the FSMSA Board who may serve for a maximum of two terms of two years.

Review Committee – An ad hoc committee chaired by the 1st Vice President which has been created for the purpose of reviewing and updating the Bylaws and Policies of the FSMSA.

4.0 Policy

- 4.1 The 1st Vice President shall perform the duties of the President in the event that the President is either absent or unable to do so.
- 4.2 The 1st Vice President shall be responsible for the overseeing, annual review, annual update, and understanding of the FSMSA Bylaws, Policies, and Procedures. He or she will act as the chair of the Review Committee.
- 4.3 The 1st Vice President shall work with the FSMSA Treasurer to ensure that the FSMSA's Financial Policies are being adhered to.