The role Executive Committee members play is an important one. The success of the ICS Executive Committee depends on the contributions made by each of its members. In general, the expectations of an ICS Executive Committee Member will be to:

* Attend all meetings.
* Review the agenda and accompanying materials prior to attending the meeting.
* Decide in advance of the meeting, how and what to contribute.
* Actively and constructively give an opinion, comment and suggestion on all ICS matters being discussed.
* Understand that as part of the ICS Canada Executive Committee, members are part of a team.

The role and its responsibilities are outlined in detail below.

Role: Vice Chair

Role Purpose:

* Responsible for assisting the Chair in coordinating and directing all functions of the Branch activities and operations

Role Duties and Responsibilities:

* To provide assistant leadership to enable the Chair, the Executive Committee and the ICS to meet the organization’s aims and objectives.
* Assist the Chair in ensuring that the agreed tasks and functions of the Board are carried out
* Preside at Board meetings when the Chair is not present and ensure that the decisions made are in line with the aims and objectives of ICS
* Assists the Chair with individual board member assignments that report directly to the Chair, such as ICS events and/or activities, Speaker Event, Pub Night
* Represents ICS in the community, especially at events at which the chair cannot attend
* Other duties as delegated by the Chair
* To represent ICS in the community and promote its aims and ideals

Role Deliverables:

* Support Chair in their leadership role

Role Time Requirements:

* Term is one year, beginning at the AGM
* Attend four Board Meetings during the year
* Attend the AGM
* Average of 30 min/week