

# Vice-President

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- Assume the duties and responsibilities of the President in the event of his/her absence or whenever required.
- Assist the president in the discharge of duties and responsibilities.
- Chair (alternatively) all Council meetings.
- Accept all written correspondence received by the Council on a regular basis and relay such to those members of the Council that the correspondence concerns, or to the full Council.
- Conduct him/herself at all times in a manner that reflects credit upon the Student Council and upon Emily Carr Secondary School.
- Have email address for communication purposes, except under extenuating circumstances, and check email at least once per week or at specified times in order to keep informed.