

Duties of the Council Vice-Chair

- 1. Assist Chair in development of the Council agenda.
- 2. Assist Chair in the reservation and setup of meeting rooms and conference lines.
- 3. Lead Council meetings in Chair's absence.
- 4. Take notes / minutes of meetings.
- 5. Council website administration (add/delete users, edit content, etc.)
- 6. Oversee Council electoral process (call for nominations, ballots, etc.)