

York Singles Club

*A volunteer-based, not-for-profit, social club
based in York Region, Ontario, Canada, established May 1999*

Vice Chair

The vice chair is back-up for the chair and in addition:

- a) Ensures the York Singles constitution, by-laws, code of conduct, policies and procedures are up to date and available for reference at executive and general meetings.
- b) Convenes a governance sub-committee to oversee any changes to the above which need to be drafted and presented to the membership. (See Appendix A - Governance Sub-Committee.)
- c) Fills in for the chair in their absence.
- d) Has signing authority for cheques and contracts.
- e) Convenes a nominating committee or in some other manner searches for members to run for Club vacancies as they occur, and recommends them to the executive.
- f) Assists in the smooth running of the social functions of the Club or other duties as delegated by the chair.
- g) Arranges for all aspects of executive elections.