

## **Duties of the Vice-President**

*The Vice-President shall assist the President in the duties and responsibilities of the Association and shall represent the President in her/his absence. Upon completion of one term, the Vice-President assumes the position of President of the Association. In the event of a vacancy in the office of President, the Vice-President shall complete the term of the vacating President as well as fulfill her / his own term as president. In the event that the Vice-President completes the term of a vacating president, a special election will be held to fill the position of Vice-President. (By-Laws: Article 5, B)*

- Assist the President in his/her duties to become familiar with this Board position.
- Serve as the Recording Secretary for the Archdiocesan Parish Religious Education Council.
- Promote and support all PD/C/ARE events.
- Attend all PD/C/ARE Board Meetings and facilitate in the absence of the President.
- Identify and reserve the location for the PD/C/ARE Board Meetings.
- Take the minutes of Board Meetings in the absence of the Secretary.
- Coordinate details of the June overnight retreat with Malvern Retreat House and the Director, Office for Catechetical Formation.