

<p align="center"><b>The Organized Hamlet Of Pelican Cove (OHPC)</b></p>	<p align="center"><b>Title of Policy</b></p> <p align="center"><b>Vice-Chairperson</b></p>
<p align="center"><b>Responsibilities</b></p>	
<p><b>Effective Date:</b> JAN 20/2024</p>	<p><b>Approval:</b> <i>[Signature]</i></p>
<p><b>Review Date(s):</b></p>	<p><b>Amendment Date(s):</b></p>

**POLICY STATEMENT:**

- a) The Vice-Chairperson is responsible to take over the Chairperson's duties when the Chairperson is unavailable;

**PROCEDURES:**

- a) The Vice-Chairperson is appointed by the board;
- b) Work with Chairperson to prepare meeting agendas, emails and newsletters;
- c) Responsible for OHPC Committee's;
- d) Work with board members to complete yearly budget and capital plan for the RM;
- e) Work with board members, ratepayers, RM of Leask on special projects;
- f) Work with board members to complete and update policies and as required;

\*OHPC Board members are to communicate to the RM of Leask Administrator and Division 6 RM Counsellor, on an on-going basis to provide update and changes within the OHPC.