

PAST PRESIDENT

General Description

The Past President shall attend all Executive Board and Provincial Council meetings to ensure a sense of continuity of the BCRMTA, having in mind past history and encouraging growth. The Past President will serve a one-year term only.

Responsibilities

The Past President shall:

1. Advise and assist the President when required
2. Participate in discussion and decision-making, react to ideas and ask questions
3. Proofread and approve the first copy of the BCRMTA *Progressions Magazine* before it is circulated
4. Serve as an Alternate Delegate to the CFMTA, attending meetings of the CFMTA when the 1st or 2nd Delegate to CFMTA are not able to attend
5. If presiding at the election of Committee Chairpersons, present a copy of the appropriate Job Description to each newly elected Committee Chairperson
6. Be responsible for the written motions during a face-to-face meeting, ensuring that:
 - a. The motion is written and signed by the persons who have moved and seconded the motion
 - b. The result of the motion is recorded
 - c. The motion is presented to the Secretary

PRESIDENT

General Description

The President shall be the official representative of the BCRMTA and shall direct all phases of BCRMTA's activities. The President participates in and supports the development of the organization's objectives including but not limited to association policy, long range planning, budget, and various committee and liaison matters including government.

Responsibilities

The President shall:

1. Preside at all Executive Board and Provincial Council meetings of the Association
2. Hold office for one (1) term of two (2) years
3. Be an ex-officio member of all committees, advise chairpersons of their duties, and be aware of all phases of planning and operation
4. Respond on behalf of the Association to issues which may arise between meetings as may be deemed necessary or expedient for the proper functioning of the BCRMTA
5. With the guidance of the Executive Board and not contrary to BCRMTA bylaws, appoint committees as needed to carry out the business of BCRMTA
6. Have the power to call within ten (10) days written notice, a virtual Executive Board meeting. The agenda shall be submitted to the Secretary with the time and date; Committee Chairpersons or any such persons pertinent to expedite business may be invited as deemed appropriate
7. Be entitled to have Provincial Council voting privileges only to cast a deciding vote
8. Receive all materials pertinent to the agenda, prepare the agenda, and submit to the Secretary for circulation
9. Review Standing Committee Reports prior to each meeting for potential issues upon receiving from the Secretary
10. Represent BCRMTA with respect to governmental matters with the Province of BC or designate a representative
11. Represent BCRMTA at special functions of individual branches or the provinces
12. Initiate and oversee special projects for the Association
13. Submit a presidential message for each issue of the BCRMTA *Progressions* magazine
14. Proofread and approve minutes, the BCRMTA *Progressions* magazine and any other correspondence before it is circulated
15. Purchase and present gift for the outgoing Past President
16. Serve as BC's First (1st) Delegate to the CFMTA, attending meetings of the CFMTA each year - please refer to *First (1st) Delegate to CFMTA* section for a description of duties
17. The BCRMTA President shall sit on the BCRMTA Conference Committee and shall offer assistance as required

FIRST (1ST) VICE PRESIDENT

General Description

The 1st Vice President shall attend all Executive Board and Provincial Council meetings to become familiar with the business of the BCRMTA.

Responsibilities

The 1st Vice President shall:

1. Preside at all Executive Board and Provincial Council meetings at which the President is unable to preside
2. Serve as Chairperson of the Finance Committee - please refer to *Finance Committee* section for a general description of duties
3. Hold office for one (1) term of two (2) years
4. In accepting the position of 1st Vice President, agree to a nomination for the Presidency once the President resigns or reaches the end of their term
5. Ask questions, participate in discussion and decision-making, react to ideas, and exercise initiative
6. Purchase a gift for each of the following outgoing Executive Board members: Secretary, Treasurer, and the Registrar on behalf of the BCRMTA, to be presented at the Annual Meeting Provincial Council
7. Serve as BC's Second (2nd) Delegate to the CFMTA - please refer to *Second (2nd) Delegate to the CFMTA* section for a description of duties

SECOND (2ND) VICE PRESIDENT

General Description

The Second Vice President shall be elected by the Provincial Council in even numbered years and will serve a one year term only

Responsibilities

The 2nd Vice President shall:

1. Attend all Executive Board and Provincial Council meetings to become familiar with the business of the BCRMTA.
2. Ask questions, participate in discussion and decision-making, react to ideas, and exercise initiative
3. Serve as a member on the Finance Committee
4. Serve as a member on the BCRMTA Bylaws/Policies & Procedures Committee
5. Be responsible for the written motions during a face-to-face meeting, ensuring that:
 - a. The motion is written and signed by the persons who have moved and seconded the motion
 - b. The result of the motion is recorded
 - c. The motion is presented to the Secretary
6. In accepting the position, agree to nomination for the position of First Vice President once the President's term of office concludes or the First Vice President resigns.