



BMSS Officer Job Descriptions

Vice-Chair

Term of office 2 years

Elected from within the BMSS Executive Committee

Automatic progression to Chair

Mission statement as per the constitution

The Vice-Chair shall be vested with all the powers and shall perform all the duties of the Chair during the absence of the latter.

Major Activities:

1. Cover for Chair at Executive Committee meetings if the Chair is unavailable.
2. Familiarise himself/herself with the role of the Chair so that continuity is maintained after the Chair retires.
3. Undertake any BMSS function/project designated by the Chair (*e.g.* temporary editor of newsletter).
4. Act on the Chair's behalf at any formal function (*i.e.* meetings/seminars).
5. Provide help and guidance to any officer on the Executive Committee.
6. Interface between Officers and Chair, if required.
7. Actively seek feedback about the Executive Committee and its work from society members at meetings.
8. Act as authorised signatory of BMSS cheques.