

**ONTARIO COOPERATIVE EDUCATION ASSOCIATION  
L'ASSOCIATION POUR L'ÉDUCATION COOPÉRATIVE DE L'ONTARIO**



**VICE-CHAIR:**

**TERM OF OFFICE: 1-YEAR** (*prior to office of Chair*)

- 1) Assumes Chair responsibilities when requested
- 2) Promotes future Conference and Symposium venues
- 3) Updates and maintains current Conference and Symposium manuals and chairs “Ad Hoc” Committee on future Conferences and Symposiums
- 4) Establishes a (2) two to (3) three-year plan for future Conference and Symposium sites
- 5) Ensures an OCEA Director liaisons with Conference and Symposium planning teams or acts in this capacity
- 6) Prepares the Past-Chair / President invitations to the OCEA Awards Banquet held at the Annual Spring Conference
- 7) Co-signs OCEA-related contracts with the OCEA Chair

**September/October:**

- 1) Liaises with Symposium planner
- 2) Assists with Fall Symposium as required
- 3) Trains with current OCEA Chair

**November/December:**

- 1) Is responsible for the elections at the Annual Business Meeting (ABM) - updating election forms, distributing to members, collecting nominations, preparing ballots, etc., with the Executive Administrative Assistant).

**January/February:**

- 1) Solicits proposals for the upcoming year's Fall Symposium venue

**March/April:**

- 1) Finalizes contract and venue for Fall Symposium
- 2) Assists with Spring Conference as required
- 3) Is responsible for the elections at the Annual Business Meeting (ABM) - updating election forms, distributing to members, collecting nominations, preparing ballots, etc., with the Executive Administrative Assistant)