

Personnel Selection Officer Association

Terms of Reference

Vice President

1. Maintain contact with Regional Representatives to encourage them to host regional functions and generate articles for the PSOA Newsletter.
2. Be familiar with the Regional Representative's Terms of Reference.
3. Collect Regional Funding Requests from Regional Reps and ask for cheques from the PSOA Treasurer, not to exceed \$100.00/year for each Region.
4. Maintain records of the Regional Representative's activities.
5. Consult with the President and provide input for agenda items for both the Executive Committee Meetings and the Annual General Meeting.
6. Be familiar with the 2004 PSOA By-Laws and Constitution.
7. Maintain records of historical data, such as previous meeting minutes, Branch History etc.
8. Prior to the AGM, coordinate with Kit Shop Manager and President to find out which Retirees are entitled to a PSOA plaque and delegate Regional Reps to generate verses for the plaques.
9. Keep receipts for PP&S expenses and submit to the PSOA Treasurer for reimbursement.

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