



JOB DESCRIPTION CHAIR-ELECT

The functions of the chair-elect are to assume the responsibilities of the board chair in their absence, assist the chair in carrying out the functions of that office, and perform specific duties delegated by the chair. The chair-elect serves on the AFP Canada board of directors and executive committee. The chair-elect also serves on the AFP Canada finance and audit committee Responsibilities are to:

1. serve as lead on the AFP Canada strategic planning committee;
2. assist the treasurer to ensure an independent annual audit or financial review of AFP Canada finances and exercise fiduciary responsibility to review and distribute, to appropriate parties, financial audits by an accountant or financial professional for association and to be submitted to the board;
3. assist the treasurer in the organization's budgeting processes;
4. serve as chair of one or more of AFP Canada committees, or in an ad hoc function, at the direction and request of the chair;
5. serve on the AFP Canada nominating committee;
6. serve on the AFP Canada finance & audit committee;
7. assist the board chair in the performance of their duties whenever requested to do so;
8. attend special meetings as directed by the board chair;
9. represent AFP Canada to other associations or organizations as requested by the chair;
10. actively identify potential board members for succession planning and review committee rosters for viable candidates for nominating committee consideration;
11. fulfill other functions assigned to members of the AFP executive committee as appropriate.