**First Vice-President  
The duties of the First Vice-President shall be to:**

a) Assist the President in conducting the affairs of the CTA

b) Act in lieu of the President, in case of their absence

c) Responsible for the arrangements for the Executive & General Meetings

d) Ex-officio member of one of the major standing committees of the CTA

e) Act as Chairperson of the Grievance Committee

f) Act as a co-chairperson of CTA meetings

g) Act as Alternate Local Representative

h) Represent the CTA at the Provincial level (such as, Federation Leadership Institute, Summer Conference)

i) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings

j) Report at all Executive Committee meetings

k) Provide a written report to the January General Meeting and the Annual Meeting in May

l) Attend at least one School Board meeting a year

m) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings