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

a) Ensure meetings of the CTA are run in a timely, professional manner

i) Arrange for a, or act as, chairperson for all General Meetings, Executive Meetings and Staff Rep Assemblies

ii) Oversee site preparation and tear down, including but not limited to, audio-visual equipment, tables and chairs and refreshments

b) Act as chairperson for the Constitutional/Policy Review Committee

c) Act as a member of at least one of the committees of the CTA (see B.17)

d) Act in lieu of the President or First Vice-President in case of their absence

e) Assist the Released Officers in carrying out the affairs of the CTA

f) Act as an alternate Local Representative

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

h) Report at all Executive Committee meetings

i) Attend at least one School Board meeting a year

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