

Responsibilities of the Vice-President:

- Attend regular meetings of the ASWS committee.
- Exercise voting privileges on the ASWSE committee.
- Introduce yourself to the student body.
- Identify student/ASWS concerns - via appropriate communication mediums (ex e-mail, class presentations, student newsletters, facebook, signs in student lounge etc).
- Liaise and bridge connections between social work students and the ASWS.
- Chair Association of Social Work Student committee meetings if the president is unable to attend.
- Assist the president and carries out tasks assigned by the president.
- The fourth year vice-president is responsible to assist the fourth year president to organize and hold elections for second year social work students.
- The second year vice-president is responsible to assist the second year president to organize and hold elections for a graduation representative, an orientation representative, academic representative, field liaison, undergraduate representative, social, community, admissions representative and NLASW representative when required.
- Assume the office of the president should it become vacant during the academic year and hold the position until a re-election is carried out¹.
- Review the Association of Social Work Executive financial ledger monthly². Any discretion in the ledger should be brought to the

¹ See Procedures and Offenses regarding re-elections

attention of the president, and in turn to the members of the Association of Social Work Students committee.

- Uphold confidentiality at all times unless otherwise directed.
- Other duties as arise and are appropriate.