

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.2.3 JOB DESCRIPTION – SECOND VICE CHAIR

The Second Vice Chair of the Board of Trustees is selected by an election among the nine (9) Trustees according to HB 1857 and the District Bylaws, Section 5.

DUTIES:

1. Assume the duties of the Chair and First Vice Chair in event of their absence
2. Assist Chair as requested.
3. Countersign checks in absence of Chair or Treasurer.

06/16/2015; Bd Revised 4/20/21