

The Deputy Chairperson of the MASU shall:

- a. serve a term of office from the first of May to the thirtieth day of the following April;
- b. maintain and distribute minutes for all meetings of Council and the MASU;
- c. assume the duties of the Chairperson in the event of the absence or incapacity of the Chair;
- d. aid the Chairperson in the preparation and distribution of the agenda and related documents for all Council meetings;
- e. keep accurate records of attendance at Council meetings and enforce the MASU Bylaws pertaining to attendance;
- f. perform other duties as assigned by the Chairperson and Council;
- g. there is an honorarium with this position; and
- h. a final report is required to be submitted to Council.