

	POLICY	
	10.01 - District Director / Deputy Director	
	Ref. By-law – Article 10	
	Original Date	Last Revision Date
	2016	November 28, 2021

Policy

To lay out the qualifications and duties of the District Director/Deputy Director.

Reason for Policy

For the effective management of CCGA.

Procedure

District Directors shall:

- a) be a Member in good standing for at least 3 years,
- b) be nominated by majority vote of the Unit Leaders in their District by secret ballot prior to the Annual General Meeting,
- c) manage the affairs of the District, in accordance with CCGA By-laws, National Guidelines, SOPP and Contribution Agreement,
- d) be responsible to the Members of the Auxiliary,
- e) govern in the best interest of the organization as a whole,
- f) in conjunction, where applicable, with the Deputy Director and District Training Coordinator, manage the district training programs within the district under the guidance of the Regional Training Manager,
- g) manage the district budget, in accordance with CCGA policies and Contribution Agreement,
- h) approve reimbursement expenses for district Members, in accordance with CCGA policies and Contribution Agreement,
- i) ensure membership applications are complete and approve same for final approval and acceptance by the Secretary,
- j) ensure Vessel and Unit applications are complete and approve same for final review and approval by Operations Manager and or Board of Directors and CCG,
- k) vote on Auxiliary's affairs at the Board of Director's meetings,
- l) ensure Vessel inspections of the District's resources are completed,
- m) carry out other duties as requested by the President.

Deputy Director

- a) The Deputy Director shall be elected by eligible voters within the District. – i.e., Unit leaders.
- b) The Deputy Director shall be a Member in good standing.
- c) The Member must have served two (2) years within the CCGA.
- d) The duties of the Deputy Director will be assigned by the District Director.
- e) The Deputy Director may authorize District activities with or without budgetary implications when authorized by the District Director or when the District Director is unavailable.
- f) The Deputy Director may approve expense claims when authorized by the District Director or when District Director is unavailable.
- g) In the event that the District Director cannot fulfill his / her duties, the Deputy Director shall act on his / her behalf provided that the Deputy Director shall not be entitled to vote on behalf of the District Director. In such instances, the CCGA President shall be notified by the District Director. If the District Director is incapacitated, the Deputy Director shall undertake notifications.
- h) Upon invitation by the President a Deputy Director may attend Board meetings in a non-voting capacity.