## **Executive Officer**

Assistant to the Unit Leader and will act in his place during his absence. Specific duties include current knowledge of CAF rules and regulations, meeting facilities, Unit socials, and other duties as may be assigned by the Unit Leader. This officer may be appointed on an annual basis by the Unit Leader and serves as a voting member of the Unit Staff. However, if the Unit Leader chooses to appoint the Executive Officer, the Unit Leader sacrifices his regular voting privilege and can vote only in the case of a tie. If the Executive Officer is duly elected, the Unit Leader retains his usual voting privileges.