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| Task | Indicative Timeframe | Responsible |
| Finalise Vice Chair Role Descriptions & Nomination forms | 18.02.22 | GR/RB |
| Vote information circulated to members | 18.02.22 | GR/RB |
| Election Advert published & Nomination Forms for the role of North Devon Vice Chair will be circulated to members of the MVP | 25.02.22 | GR/RB |
| Closing date for return of completed Nomination Forms | 07.03.22 | Election Candidates |
| Eligibility checks to be completed and all eligible election forms circulated to membership | 08.03.22 | DCT |
| Eligible election candidates to prepare candidate statements | 11.03.22 | All eligible election candidates |
| Facilitation of online election for ND Vice Chair position | 18.03.22 to 20.03.22 | DCT will act as the returning officer for  the election |
| Newly elected Vice Chair assumes role & Co-Chairs conduct induction/ Handover process | 01.04.22  Quarterly MVP meeting 8th April online | Elected candidates take office/ induction DCT/ GR/RB |