

Job Description Vice President

Officer: Vice-President:

Term: Two (2) years and advances to President Office

Position Appointment: Two names nominated by the Assoc. President, approved by the board, and elected/voted in, by most votes from members at Alumni Weekend and electronic or paper ballot received prior to the Weekend and added to the ballots at the Weekend in odd years.

Voting Power: Regular, per Officer Title

Resignation: 3 months prior to official end-date, to train successor, when able.

Structure:

~Takes direction from the Association President and is responsible to keep him/her informed.

~Is the lead worker for the Dir. of Communications

Vice President's Duties: These include, but are not limited to:

1. Has responsibility as an active, voting member of the Executive Committee in regularly scheduled meetings, phone/video conferences, email mtgs. or special meetings scheduled by the Association President.
2. Assists the President in overseeing the planning of Association-sponsored events and programs (Weekend and Chapters).
3. Is the lead-worker overseeing the Dir. of Comm. (who oversees, Re-Echoes Editor, FB manager, Web site Manager, etc.) Reads, proofs, edits all communications from Dir. of Comm. And then passes to the President for final review.
4. In the absence of the President, the Vice-President will perform all the duties of the President and exercise all powers of the President for a maximum of 6 weeks, or for single meetings as deemed by the President. After 6 weeks, there needs to be process to fill a position per constitution policy.
5. Is trained by the President to be advanced into the Presidency, for continuity, in all duties of the President. And co-leads Officer meetings with the President.
6. Covers for the Exec. Secretary., in Executive Committee meetings, for taking minutes and duties assigned.
7. Attends or chairs extra committee meetings as assigned by the President.
8. Assists the President and Alumni Liaison person in such duties as may be requested such as involvement with Alumni Weekend or Chapter organizations.
9. Follows through with all policies, Constitution and By-Laws of the Association.
10. Keeps a log-book, diary, or file of the position's process and key contact persons and information to be passed along to the succeeding Vice President to aide in training them.
11. Be available to do miscellaneous duties, as requested by the Association President.