

Vice President – Position Description

Overview

The position of Vice President is an elected office. Each year in August the Immediate Past President heads a nomination committee to recruit and vet candidates for the elected offices for the next year. The slate of candidates is announced to the membership in November and voted on in the December Annual Meeting. The term runs from January 1st until December 31st.

The Vice President is a member of the Board of Directors.

Qualifications

Any candidate for the position of Vice President must be a member in good standing for the year. Good standing includes:

- Dues paid
- At least 8 hours of continuing education
- At least 20 hours of annual service from project categories of VM, ES, YH and QL
- Passed background check

Job Duties

- The Vice President shall perform all duties of the President in the event of his or her absence
- Attend board meetings
- Serve as a member of the Board of Directors
- Make arrangements for speakers for the meetings both Association and member lead
 - Guest speakers for the four Association Meetings may be paid a gratuity of up to \$100
 - Larger amounts would have to be approved by the board
 - Speakers at the member led meetings receive no compensation
- Plan to schedule the speaker for the February meeting after (s)he leaves office
- Ensure that all meetings are listed in VMS
- Provide information about the speaker on VMS
- Serve as host/hostess for the guest speaker at the Association meetings
- Possibility of additional duties as appropriate to position of Vice President