

## **Job Description**

### **Vice- president**

*The Vice-President or the First Vice-President, in the event there is more than one, shall act in place of the president in the event of the absence of president, or president's inability to act. All Vice-Presidents shall have such powers as the president or the board of directors may determine.*

1. The VP may or may not be part of the board of directors.
2. Will be able assist the president in special projects, also will be able to step in temporarily for the position of an executive officer if needed
3. Reports to the president
4. Works closely with the chairs and other volunteers
5. Participates closely with the chair to develop and implement officer transition plans
6. Performs other responsibilities as assigned

### **Second Third or other Vice-President**

He/she will have specific responsibilities assigned to them by the president or the board of directors.