

Job Description Vice President

Authority:

The Bylaws of the Association and the Chapter

Duties and Responsibilities:

- 1 To serve as a member of the Chapter BOD and Executive Committee
- 2 To preside, in the absence of the President, at all meetings of the Chapter, Chapter BOD and Executive Committee
- 3 To carry out any duties specified and/or requested by the Chapter BOD and/or the President.
This may include serving as *ex officio* member of Chapter committees, or Chair of *ad hoc* committees
- 4 To succeed to the Presidency for the unexpired portion of the term of President in the event a vacancy occurs and there is no President-elect in office
- 5 Submit an annual budget for the office of Vice President
- 6 Review charges to each committee with the appropriate Committee chair
- 7 Orient successor to the Vice President's file and the duties of the office
- 8 Conduct orientation to the NH/APTA Policy & Procedures for new BOD members, officers SIG and Committee chairs
- 9 It is expected that the Vice President will run for the office of President when the President's terms end.

Estimated Time Commitments:

Two year term

5-8 hours per week for chapter or committee activities

10 BOD meetings per year

Attend Combined Sections Meeting Annually (2-3 days)

May attend Component Leadership Seminar (2-3 days)