

## **JOB DESCRIPTIONS FOR VICE PRESIDENTS (1ST, 2ND, 3RD)**

- Serve as a member of the Chapter board.
- In the absence or incapacity of the Chapter President, the 1st, 2nd or 3rd Vice President, in that order, shall act in the place of the President.
- Accept responsibilities delegated by the Chapter President.
- Attend Chapter board, Chapter membership and any Chapter committee meetings for which the Vice President has responsibility and, whenever possible, regional and national meetings of the association.
- Direct and refer members to appropriate volunteer and staff contacts as needed.
- Be available to receive direct feedback from members for input to the Chapter board and to communicate, in an informed manner, information regarding actions of the Chapter board.
- May serve as Committee Chair (as appropriate for your Chapter's needs). Will serve as committee liaison.
- Maintain communication with Chapter membership through regular reports via Chapter newsletter, and reports at Chapter meetings and Chapter board meetings.
- Ensure Chapter operations are consistent with the AMTA Strategic Plan.
- Fulfill the fiduciary, due diligence and other responsibilities of Chapter board members as described in the bylaws.
- Maintain orderly records of issues and actions taken during the term and supply the incoming vice president with those records to ensure a smooth transition.