



**JOB DESCRIPTION: VICE PRESIDENT**

The Vice President must be duly elected to office by the Board of Directors of the IECA Northeast Chapter (“NEC”) for a one-year term. The Vice President must be a current member in good standing of the IECA and the NEC. There is no term limitation provided the above stated criteria are met. **In the event the duly elected President cannot fulfill his/her term, the Vice President will serve as President.**

This position is directly responsible for the portfolio of these & other existing or future committees:

- o Steering
- o Outreach & Education
- o Membership
- o Newsletter & Website
- o Bylaws (Ad Hoc)
- o Conference (Ad Hoc)

A person serving in this position should have an in-depth knowledge of the NEC’s mission, and very good communication and excellent leadership & administrative skills. The primary purpose of this position is to directly oversee those tasks associated with the above-mentioned committees.

**DUTIES AND RESPONSIBILITIES** *include but are not limited to:*

- o Has an expert knowledge in all activities associated with the above listed committee efforts.
- o Provides leadership to all assigned committee activities to assure that all efforts are administratively sound and on schedule.
- o Communicates with all committee chairs prior to each board meeting to discuss committee progress; serves as the Board of Directors’ liaison to all assigned committees.
- o In the event that the duly elected NEC President cannot fulfill his/her term, the Vice President is expected to fulfill those responsibilities.
- o In the event that the duly elected President cannot, presides at & conducts Board meetings in accordance with “Roberts Rules;” calls for votes on resolutions made at such meetings; and in the event of a tie vote, votes as the “tie breaker” if the President is not in attendance.
- o Participates as a voting member of the Board at all meetings on all Chapter resolutions.
- o Attendance at 75% (minimum) of the meetings is required.
- o Represents the NEC at conferences, workshops and expositions at the request of the NEC President.
- o Upholds the NEC’s Bylaws.
- o Assumes and professionally completes any and all tasks assigned by the NEC President.
- o Exhibits a professional, unbiased attitude when representing the NEC.