

SUBJECT: JOB DESCRIPTION – VICE PRESIDENT Term of office (2) years

EFFECTIVE DATE: 2/2024

DATES REVIEWED: 2024

DATES REVISED: 1/2024

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### **OVERALL GOAL**

The Vice-President assumes the duties, but not the office, of the President in the absence of the President, in addition to the duties of Vice-President as Chair of the Program Committee. Liaison to Regions to assist in the growth, development and success of events and activities.

### **ACCOUNTABILITY**

The Vice-President reports to the Board of Directors.

### **OBLIGATIONS**

- Member of Executive Committee
- Chairperson of the Program Committee.
- Liaison to Region for activities and events.

### **REQUIRED DUTIES**

- Coordinates the production of the Annual Convention
- Coordinate with the Executive Director future convention sites and contracts
- Coordinate with Regions on events
- Maintain Master Calendar of CSRC events

### **ESTIMATED TIME COMMITMENT**

- Estimated time commitment: 2-4 hours/week.
- Moderate to significant in-state and small amount of interstate travel, including overnight stays of up to 4 days at a time
- Busiest time period: Workload is highest February - June coinciding with CSRC Annual convention.

### **MINIMUM POSITION REQUIREMENTS**

- Meets requirements of Board of Directors Position
- Qualifications: Well versed in CSRC Operations, Robert's Rules of Order, Professionalism & Professional Communication, Etiquette, Ethics.
- Desired Experience: CSRC Board of Directors previously served as local Regional Officer, public speaking with supervisory or managerial experience desired.

### **METRICS**

- Maintenance of Master Calendar
- Communication with Region Presidents
- Annual convention budget achieved