

## Duties and Responsibilities

To learn more about the duties and responsibilities of the full Executive Committee, individuals are encouraged to review the Bylaws on the Society's website at: [www.vaasla.org](http://www.vaasla.org).

The following details the duties of each position for which nominees are being sought.

**President-Elect** - The president elect shall: in consultation with the Executive Committee, select for appointment when he or she assumes office as president the chairs and members of standing committees, other committees, and any special study group or task forces; represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees; serve as acting president when designated by the president or the Executive Committee; and perform such other duties as are customary for the office of chapter president-elect or as may be assigned or delegated by the president. The president-elect shall be a Full Member elected for a term of two (2) years.

**Secretary** – The Secretary shall: maintain a record of the proceedings of business meetings of the Chapter and the Executive Committee; prepare and issue notices of the meetings of the Chapter and the Executive Committee; prepare, issue, and receive ballots; administer annual and special elections and notify candidates of election results; serve ex officio as a member of the Constitution and Bylaws Committee; maintain the Constitution and Bylaws of the Chapter; certify documents; and perform such other duties as are customary or as may be assigned or delegated by the president.

**Events Vice President** – The Events VP shall: coordinate and plan the Chapter wide meeting including seminars, excomm meeting, speakers, awards ceremony, vendors, etc., coordinate meeting location, menus, invitations, programs, etc; coordinate and schedule additional events as necessary; coordinate and update events calendar with website manager.

**Membership Vice President** – The Membership VP shall: compile recruiting package for perspective members; conduct recruiting activities with various individuals and businesses; coordinate seminars and study sessions for exam preparation; develop schedule, sponsors list; instructors and content for educational offerings; develop mentoring program for new and inexperienced members; identify community projects in which Chapter can be involved; serve as the Chapters academic liaison.

**Governance Vice President** – The Governance VP shall: compile Officer transition outline and materials; develop annual report template; refine chapter bylaws per Strategic Plan and in accordance with Nat'l as necessary; promote fiscal responsibility and outline ongoing needs; coordinate objectives with other VP's; perform annual audit as required by national; serve as Executive Committee Nominations Committee chair for annual elections; organize and conduct Fellows call for nominations and application submittal.

**Member at Large** - The at-large members shall perform such duties as are customary for the position of at-large members or as may be assigned or delegated by the Executive Committee of the Chapter. The at-large members shall be Full or Associate Members elected for terms of one (1) year.