

Role of the VATA Vice President

2-year position, 7-10 hour commitment per month

- Shadow the President to prepare for presidential duties
- Perform President duties in absence of the President
- Serve as a point of contact for the committees and assist as needed
- Support other board members with various responsibilities
- Attend monthly board meetings

Formal Description (per ByLaws)

1. Be familiar with the Presidential duties as well and the organization's structure.
2. Be familiar with the bylaws of the Chapter and the national organization.
3. Become familiar with the various committees. Attend committee meetings on a rotation basis with the President.
4. Serving as the Events or Professional Development Chair is a good way of becoming familiar with the various aspects of the Chapter, i.e., membership, finances, committees, program.
5. Maintain communication with the President.
6. Perform Presidential duties in the absence of the President.
7. The Vice President will work along with the President to mentor any appointed student representative (See: Representative Roles).
8. The Vice President will support the secretary in phone and e-mail correspondence if needed and appropriate.