

## NETMGA POSITION DESCRIPTION

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### **Vice-President**

Revised: 02/08/2019

**Position Overview:** Supports the President and the organization's mission of education. Facilitates board meetings in the President's absence, and assists the President in planning and implementation, and serves as a voting member of the board of directors.

The Vice President will serve a two year term and must be willing to fulfill the term of President following his/her tenure as Vice President.

#### **Qualifications:**

- Member in good standing with NETMGA
- Strong leadership skills
- Understanding of the organizational by-laws

#### **Responsibilities/Duties:**

- In the absence of the President, or in the event of his or her inability to act, the Vice President shall perform all duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on the President
- Presides over meetings when the President is absent (includes creating an agenda with Secretary)
- Participates closely with the President to oversee ongoing Committee and Administrator Liaisons
- Coordinates the standing committees as assigned by the President
- Assists in development of policies and procedures for Board approval
- Assists in implementation of amended/new policies and procedures
- In the absence of the President, Secretary, or Treasurer, the Vice President shall assume the duties of said office, consistent with the by-laws.
- Performs other duties as requested/delegated by the President

**Time commitment:** Approximately 100 hours per year