

## VICE PRESIDENT

The Vice President is an Officer of the WMCA and member of the Executive Committee, serves a one-year term, and is subject to election. The Vice President's term commences in March, upon certification of the General Election results and the administration of the oath of office (typically at the Annual Conference banquet). Vacancies and removal are addressed according to the Bylaws and Elections Procedures. [WMCA Bylaws Section IV]

### The duties of the Vice President shall be:

1. Meeting and Event Attendance:
  - a. Attend the four (4) scheduled meetings of the Executive Committee (typically January, March, June, and October), as well as any Special Meetings called by the President.
  - b. Attend the Annual Conference events, Annual Business Meeting, and sessions as requested by the President.
2. Committee Support:
  - a. Serve as Board Liaison on a WMCA Committee. Liaison responsibilities include:
    - i. Awareness of the responsibilities of your assigned committee (see specific Committee Descriptions).
    - ii. Providing the communication link between the committee and the Executive Committee and reporting on the progress of the committee at the Executive Committee's scheduled meetings.
    - iii. Arranging for the submission of reports from the Committee Chairs to the President for Executive Committee Meetings within the established deadlines.
    - iv. Contacting the committee Chair on a periodic basis to acquire updated progress on committee task assignments.
    - v. Assuming the responsibilities of the Chair in his/her/their absence.
    - vi. If the Chair resigns, serve in that position until the President appoints a new chair.
    - vii. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
    - viii. Ensure Committee Chair prepares certificates for committee members.
  - b. Serve as a member of Awards Committee and Budget Committee.
3. Administrative:
  - a. Serve as President or President-Elect as needed/in their absence.
  - b. Update the following resources as needed per the direction of the Executive Committee: The Official Guide for WMCA Officers (Executive Committee Job Descriptions), Committee Descriptions, and applicable WMCA Policies (Financial, Records Retention, and Social Media). Send approved documents to the Secretary, Webmaster, and any additional applicable parties.
  - c. Acquire and maintain knowledge of the WMCA Bylaws, policies, and procedures.
  - d. Perform such other duties and responsibilities as assigned by the President or Executive Committee.



Typical Annual Timetable:

<b>Month</b>	<b>Duty Description</b>
Monthly	President, President-Elect, and Committee Liaison Support- (as needed)
March	Attend Annual Conference Assume Office (typically at the annual banquet); Take Oath of Office – Vice President Attend March Executive Committee Meeting
June	Prepare/review Committee reports for EC Meeting Agenda Packet Attend June Executive Committee Meeting
October	Prepare/review Committee reports for EC Meeting Agenda Packet Attend October Executive Committee Meeting
November	Attend Budget Committee Meeting
January	Prepare/review Committee reports for EC Meeting Agenda Packet Attend January Executive Committee Meeting
February	Attend Awards Committee Meeting
March	Prepare/review Committee reports for EC Meeting Agenda Packet Attend Annual Conference; Ensure Committee Certificate Issuance