

## **Job Description - Vice President**

April 2005

### **Position Description of the Vice President**

The position of Vice President of the RWCS is a voluntary, four year, elected term. The position serves as a member of the Executive Committee and the Full Board of Directors. This position also serves as Board liaison with the Newsletter editor(s).

### **Qualifications**

- Knowledge of the RWCS and dedication to its goals and objectives.
- Thorough knowledge and commitment to the Bylaws of the RWCS.
- Ability to plan, organize and problem solve.
- Willingness to work, in a team environment, with the Board to set policy and conduct the business of the Society.
- Ability to see the overall "big picture"

### **Responsibilities**

#### **General**

- Act as an ambassador and representative of the Board.
- Be informed about Society and Board matters, prepare for meetings, and review and comment on minutes and reports.
- Ability to provide leadership to the Board to set policy and conduct the business of the Society in the absence of the President.

#### **Board Affairs**

- Monitor financial planning and financial reports as presented by the Executive Director and Treasurer.
- Participate in regular Board self-evaluation.
- Assure prompt transfer of all pertinent records to the new Vice President at the end of his/her term or whenever no longer able to serve.
- Manage and evaluate the overall job performance of the Executive Director yearly.

#### **Meetings**

- Prepare and present to Board members any necessary information on scheduled agenda items under consideration.

#### **Committees**

- Serve as a member of the Personnel Committee and actively participate in the oversight and review of all employees of the RWCS, including an annual job performance evaluation of the Executive Director.
- Serve as Chair of the Nominating Committee.
- Appoint a Nominating Committee per Article V of the Bylaws of the RWCS.

- The Nominating Committee will follow the Procedures and Guidelines as established by the Board for establishing candidates for the election of Board members.

### **Community**

- Attend all major Society events, i.e. RWCS Annual Convention, MidWinter GetTogether
- Attend Chapter meetings when possible.

### **Special Responsibilities**

- Serve as primary liaison between the Newsletter Editors and the Board.
- Preview a pre-press layout of the Newsletter for accuracy of content before the layout goes to the printer.
- In conjunction with the Executive Director, provide to the Full Board and to the newsletter publishers, a written annual evaluation of the newsletter, its publisher, and its contents.
- Maintain communication with the Newsletter editors as necessary.
- Perform other responsibilities as assigned by the Board and as indicated on the annual Board calendar.