

Job Description: VICE PRESIDENT

The Vice President must be duly elected to office by the Board of Directors of the IECA Northeast Chapter (“NEIECA”) for a one-year term. The Vice President must be a current member in good standing of the IECA and the NEIECA. There is no term limitation provided the above stated criteria are met. In the event the duly elected President cannot fulfill his/her term, the Vice President will serve as President. This position is directly responsible for the portfolio of these & other existing or future committees:

- Steering
- Outreach and Education
- Membership
- Newsletter and Website
- Bylaws
- Conference

A person serving in this position should have an in-depth knowledge of the NEIECA’s mission, and very good communication and excellent leadership & administrative skills. The primary purpose of this position is to directly oversee those tasks associated with the above-mentioned committees.

DUTIES AND RESPONSIBILITIES include but are not limited to:

- Has an expert knowledge in all activities associated with the above listed committee efforts.
- Provides leadership to all assigned committee activities to assure that all efforts are administratively sound and on schedule.
- Communicates with all committee chairs prior to each board meeting to discuss committee progress; serves as the Board of Directors’ liaison to all assigned committees.
- In the event that the duly elected NEIECA President cannot fulfill his/her term, the Vice President is expected to fulfill those responsibilities.
- In the event that the duly elected President cannot, presides at & conducts Board meetings in accordance with “Roberts Rules;” calls for votes on resolutions made at such meetings; and in the event of a tie vote, votes as the “tie breaker” if the President is not in attendance.
- Participates as a voting member of the Board at all meetings on all Chapter resolutions.
- Attendance at 75% (minimum) of the meetings is required.
- Represents the NEIECA at conferences, workshops and expositions at the request of the NEIECA President.
- Upholds the NEIECA’s Bylaws.
- Assumes and professionally completes any and all tasks assigned by the NEIECA President.
- Exhibits a professional, unbiased attitude when representing the NEIECA.