

Vice President

The duties of the Vice President shall be:

1. Fill in for the President or President-Elect as needed.
2. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
3. Attend the Annual Conference events and sessions as requested by the President.
4. Serve as Board Liaison to President assigned committee(s). Liaison responsibilities include:
 - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
 - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
 - c. Assuming the responsibilities of the Chair in his/her absence;
 - d. If the Chair resigns, serve in that position until the President appoints a new chair;
 - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment;
 - f. Ensure Committee Chair prepares certificates for committee members.
5. Update the Executive Committee and Committee job descriptions and the WMCA policies as needed per the direction of the Executive Committee. Send approved documents to the webmaster.
6. Serve as a member of the Budget Committee and Awards Committee.
7. Acquire and maintain knowledge of WMCA by-laws, policies and procedures.
8. Perform such other duties and responsibilities as the President or Executive Committee may assign.

Timetable:

March	Attend conference and take oath of office; (2) EC Meeting, Friday afternoon after conference
As needed	(5) Assess and update Committee and EC job descriptions and policies
June	(2) EC Meeting – (4) Committee liaison
October	(2) EC Meeting – (4) Committee liaison
November	(6) Attend Finance Committee Meeting
December	Election Filing for position of President-Elect
January	(2) EC Meeting – (4) Committee liaison (6) Attend Awards Committee Meeting to Select COTY
February	Register for Conference and book hotel room
March, <small>end yr</small>	(4)(f) Ensure Committee Chair prepares certificates; (3) Conference, itinerary provided by President prior to conference