



# CHAPTER OFFICER POSITION DESCRIPTION

## Vice President (President-Elect)

### General Description:

The Chapter Vice President (or President-Elect) shall support the president in all aspects of the chapter's activities. They shall act on behalf of the president in their absence.

### Tasks and Duties:

- Serve as President-Elect and shadow the President to learn leadership duties.
- Attend regular meetings (including those of the Executive Committee).
- Perform the duties of the President in the absence or disability of the President.
- Help develop and execute the chapter annual plan for the following year (in support of the Outstanding Chapter Awards Checklist).
- Recruit committee chairs for the upcoming year.
- Assist the President in submitting annual chapter reports each year and ensuring that the chapter and committee goals are accomplished.
- Perform other duties within the chapter as needed.
- Attendance at all chapter events is highly recommended.

### Time Commitment:

Dependent on chapter need; approximately 5 hours per month.

### Qualifications:

Knowledge of Alumni Association programs and services; working knowledge of local chapter programs, bylaws, etc.; service of at least one term in another officer position; ability to delegate; public speaking ability; leadership skills; and the ability to communicate effectively.

### Benefits:

Gain experience in building and working with committees; play a key role in shaping the chapter's future; stepping stone to chapter presidency; opportunity to network on different levels throughout the community and university; improve meeting management skills; gain experience that can be used on the job; and be a mentor to new volunteers.