

SECONDARY POSITIONS

VICE PRESIDENT

The President is the principal officer and spokesperson for the Chapter and exercises general oversight of its affairs and the Board of Directors. In the absence of the President, the Vice President shall preside at meetings of the Chapter and the Board of Directors.

Responsibility and Authority:

The Vice President will report to the Chapter President and the Executive Committee. The Vice President is a voting member of the organization. This position is responsible for general oversight of the chapter's affairs and board of directors.

Term:

The Vice President shall serve a two-year term in the role of Vice President. At the conclusion of this term, a review of the individual's goals, contributions, and alignment with the organization's mission will be conducted to determine readiness for advancement to the role of President-Elect or, if appropriate, direct appointment to the role of President.

General Duties:

During term:

- Attends all monthly Board meetings and as many Chapter events as possible.
- Responsible for maintaining the updated copy of Policy & Procedures manual; updates as needed – at least yearly.
- Manages documents for chapter.
- Responsible for maintaining structure/folders for the current year and for ensuring that all documents are being properly filed.
- Assist the president in matters pertaining to chapter growth and maintenance.
- Assist committees in executing their goals

Prior to beginning of term:

- Prior to beginning of term, organizes and facilitates a Strategic Programming Session with the Board of Directors with the President.
- Coordinates the completion and submission of the Annual Financials at year end.

Time commitment:

The Vice President can anticipate to spend 5 hours a week on Women In Healthcare affairs. This is spent attending board meetings, connecting with committees, maintaining documents, Female Leadership Summit preparation, and other tasks as they arise.

Legal commitments:

Upon appointment, the Vice President is responsible for reviewing and signing off on organizational bylaws.

Qualifications/Skills Requirements:

The individual in this role should be one who is motivated, organized, and a self-starter. Strong leadership skills are imperative. Previous experience on a board is a requirement. Experience serving on the chapter's board is highly encouraged.