

Vice President

POSITION STATUS: Officer

TERM: One Year

ELECTION PROCESS: The Vice President will be elected at the Fall Membership Meeting each year by the voting members of MPA.

FUNCTION: The function of the Vice President shall be to assist the President in any way possible to fulfill his or her responsibilities as President, including but not limited to, advising regarding the decisions required of the position of President and assisting in implementing the decisions that the President has made. If the President is unable to act, the Vice President will assume the duties of the President.

SPECIFIC RESPONSIBILITIES: The Vice President will assume the following responsibilities:

1. In the absence of the President, the Vice President will assume the duties of the President, including all responsibilities as reflected in the Position Description of the President.
2. The Vice President shall assist the President in any manner which is necessary to fulfill his or her role as President.
3. The Vice President shall oversee the roles of the Nominations and Elections Chair, Pro Bono Chair, the Scholarship & Achievement Chair, and the Job Bank Chair and act as a liaison between the Board of Directors and these Committees.
4. Once per calendar year, the Vice President shall organize and conduct a Leadership Training Session for the Board Members and other leadership or potential leadership of the MPA.
5. The Vice President shall monitor all incoming informational inquiries and forward them to the appropriate party for response.

DIRECT RESPONSIBLE POSITIONS:

- Corporate Sponsorship
- Nominations & Elections
- Scholarship & Achievement

RECOMMENDED QUALIFICATIONS: The Vice President should have excellent communication and leadership skills such that, in the event the President could not fulfill his or her role, the Vice President is able to step in and assume those duties. In addition, the Vice President shall possess the integrity and character necessary to assume the duties of President if called upon to do so. They should also have previous Committee Chair experience and/or strong leadership skills.