

APICS DANBURY CHAPTER #242 – JOB DESCRIPTION – EXECUTIVE VICE PRESIDENT

The Executive Vice President of APICS Danbury Chapter #242 assists the President in the running of the chapter. The Executive VP has the responsibility to:

1. Coordinate succession in leadership with the President. Assure no vacuum in leadership exists when transition of office occurs.
2. Understand the inner workings of the presidency and of the chapter.
3. Attend the Professional Development Meetings and greet the general membership.
4. Act as ambassador for the chapter. The ambassador assists other board members in their responsibilities assuring the work load is evenly spread.
5. Attend all BOD, PDM, special events and Region activities.
6. Chair the BOD meetings in the event the President is absent.
7. Assist in the Recruitment of new BOD members.
8. Maintain an accurate job description for the position.
9. Assist in the preparation of the chapter's Passport Book.

Technical Requirements

1. Ability to work with the board of directors.
2. E-mail communication.
3. C-manual review for Chapter management.
4. Willingness to learn how to run a non-profit business.

Time Requirements

1. BOD meetings 1 x per month at 3 hours each 11 x per year
2. Transition meeting 1 x per year
3. Region meetings - 4 weekends per year as scheduled
4. Professional Development Meetings 1x per month 5 – 8 times per year
5. 4 – 8 hours per month depending of level of chapter activity.
6. Chapter BOD follow up.