

CCMGA Vice-President Job Description

And specific duties

The Vice-President will assist the president as needed, shall perform the duties of President in his or her absence, and shall become president upon loss of the president due to death, incompetence or resignation. (From CCMGA Bylaws)

Term is one year; Term limit is two consecutive years.

If this is your first time to serve as Vice-President, here are suggestions to get you started:

- Check with previous vice president for all records, files and materials pertinent to your office.
- Read and become familiar with the bylaws and other policies and procedures of the organization.
- Read and become familiar with *Robert's Rules of Order*.
- Plan to attend TMG State Conference if possible.

The Vice-president shall:

- The Vice-President, by designation of the bylaws, is also an Executive Board member, and as such, will participate in discussions at the Executive Board meetings and will vote on matters that come up for consideration.
- Perform duties of the president if needed due to President's absence or resignation
- Arrange for educational speaker for General Meetings
- Coordinate appropriate recognition of outgoing president.
- Keep accurate records of all speakers used during your term of office, pass on to successor