



A. Vice President

1. Job Description and Term of Office

- a. Assists the President and assumes the duties, but not the office, of the President in the absence of the President
- b. Oversees the Program Committee and Tahoe Program Committee, but does not necessarily serve as Chair of these Committees unless there is a vacancy of the Chair
- c. Term of Office is two (2) years
- d. All Officers are limited to two (2) consecutive 2-year successive terms
- e. No person shall hold more than one office, except in the case of an emergency.

2. Accountability

- a. Reports to the BOD

3. Qualifications

- a. Must be an active member of the AARC and CSRC
- b. Previous member of the Program Committee
- c. CSRC BOD experience desired
- d. Local Regional Officer experience desired
- e. Public speaking experience desired
- f. Supervisory or managerial experience desired

4. Time Commitment

- a. 6-8 hours/monthly
- b. Busiest Time Period – February through June, coinciding with the Annual Conference

5. Travel

- a. Moderate to significant in state and small amount of interstate travel, including overnight stays of up to four days at a time

6. Tasks, Duties, and Responsibilities / Performance Measurement Table

| Tasks, Duties, and Responsibilities | Performance Measurement |
|---|--|
| a. Liaison to Regions to assist in the growth, development and success of events and activities | a. Communication with Region Presidents in coordinating and maintaining a CSRC "Master Calendar of Events" |

| Tasks, Duties, and Responsibilities | Performance Measurement |
|--|--|
| <p>b. Responsible for Annual Conference Budget</p> <p>c. Coordinates the production of the Annual Conference</p> <p>d. Coordinates with the Executive Director future conference sites and contracts</p> | <p>b. Submits future Annual Conference Budget request to Treasurer and adheres to current Annual Conference budget</p> <p>c. Includes Program Committee assignments, marketing strategy established, speakers are secured, registration is setup 3-6 months prior, coordination with site, food/beverage and entertainment</p> <p>d. Two (2) years advanced planning for dates and locations for future Annual Conferences are submitted</p> |