



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 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>