

VICE PRESIDENT

Reports to: Board of Trustees

Term of Office: One Year as Vice-President of the Board

Qualifications:

Must have been elected by the membership to the Board of Directors. Should exhibit qualities suitable for the Vice-President of the Board.

General Responsibilities:

The primary responsibility of the Vice-President is to become prepared to assume the responsibilities of the President of the Board of Trustees by learning thoroughly the fiscal, administrative, operational and programmatic aspects of the Association, and establishing effective working relationships with the Association leadership.

Special Responsibilities:

- Monitors Roberts Rules of order during board meetings and maintains topic parameters.
- Records and monitors all action items; provides reminders and follow-ups on action items.
- Serves as a triad with the communication between the national office and the President.
- Seeks legal counsel as deemed necessary for official WEA business.
- Frequently assigned to a special area of responsibility, such as membership, media, annual conference, facility, or personnel.