

JOB DESCRIPTION

VICE PRESIDENT

Term: One year term

Method of election: Chapter wide election

DUTIES:

Fulfill the duties of President in case of absence or disability.

Alternate representative to the Delegate Assembly in the absence of a President or President-elect.

Assume other duties as assigned by the President.

Coordinate training materials for Continuing Educations Unit courses.

Delegate tasks as appropriate to other board members and Office Manager. Consult regularly with President and Office Manager.

Represent chapter and profession as appropriate.

Lead for CE Committee.

EXPECTATIONS:

Attend Board meetings.

Participate in NASW activities.

Conduct the business of the chapter in accordance with chapter by laws. Participate in decision making process to fulfill the mission of the chapter. Remain informed of chapter business by regular contact with President and Office Manager.

QUALIFICATIONS:

Member of NASW International Chapter.

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