



AZ ASSE

Executive Board – Position Description

Vice President

- 1) Service.
 - a) Term is for one year, July 1 to June 30.
 - b) Multiple terms are allowed through election.
 - c) May not establish committees.
 - d) Position is elected as outlined in the AZ ASSE Bylaws.
- 2) Purpose.
 - a) Provide direction to the Chapter that is consistent with the Chapter's Bylaws as well as the Society's Mission and Vision Statements, Goals, and Code of Professional Conduct.
- 3) Goals.
 - a) Supervise the activities of all assigned committees.
 - b) Perform other duties as assigned by the President or Executive Committee.
 - c) Attend ROC or AOC meetings, as needed.
 - d) Attend the annual ASSE Leadership Conference, as needed.
 - e) Assist the President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool, Chapter of the Year Petition, long-range goals, and Bylaws review.
 - f) Develop and implement one or more revenue generating programs.

- g) Ensure that at least 50% of the net proceeds from revenue-generating programs are returned to the Chapter membership in the form of member services.
- h) Ensure at least one Chapter program is sponsored by a Practice Specialty.
- i) Provide seminars, conferences, or workshops.
- j) Ensure that Sections of the chapter meet at least (4) times per year.