



JOB DESCRIPTION

POSITION TITLE: AMC 1st Vice President

ACCOUNTABLE TO: AMC Board of Directors

TERM: Elected for one year term

NATURE OF WORK

In the absence of the President or in the event of an inability or refusal to act, the 1st Vice President shall perform the duties of the President and, when so acting, shall have all powers of and be subject to all restrictions upon the President.

EXAMPLES OF WORK

The 1st Vice President shall serve on the Board of Directors and is expected to attend all meetings of the Board of Directors.

The 1st Vice President shall serve on the Executive Committee and is expected to attend all meetings of the Executive Committee.

The 1st Vice President shall serve on the Legislative Steering Committee and is expected to attend all meetings of the Legislative Steering Committee.

The 1st Vice President shall serve as the Chairperson of the AMC Annual Conference Planning Committee and is expected to attend all meetings of the Annual Conference Planning Committee.

The 1st Vice President is to be available to serve as a spokesperson for the Association, or delegate that responsibility as appropriate.

The 1st Vice President is expected to perform such other duties as from time to time may be assigned by the President or by the Board.