



## **JOB DESCRIPTION**

**POSITION TITLE:** AMC 2nd Vice President

**ACCOUNTABLE TO:** AMC Board of Directors

**TERM:** Elected for one year term

### **NATURE OF WORK**

In the absence of the President and 1st Vice President, or in the event of their inability or refusal to act, the 2nd 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 and 1st Vice President.

### **EXAMPLES OF WORK**

The 2nd Vice President shall be a member of the Board of Directors and is expected to attend all meetings of the Board.

The 2nd Vice President shall serve on the Executive Committee and is expected to attend all meetings of the Executive Committee.

The 2nd Vice President shall serve on the Legislative Steering Committee and is expected to attend all meetings of the Legislative Steering Committee.

The 2nd Vice President shall serve as Vice Chairperson of the Annual Conference Planning Committee and is expected to attend all meetings of the Annual Conference Planning Committee.

The 2nd Vice President is to be available to serve as a spokesperson for the Association, or delegate that responsibility as appropriate.

The 2nd Vice President is expected to perform such other duties as from time to time may be assigned by the President or by the Board.