

First Vice President Job Description

The First Vice President supervises committees, as established in the ROSC Bylaws, assists the President and is prepared to perform the duties of the President and succeed to that office if an absence or vacancy occurs.

BOARD REQUIREMENTS

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, Committee Meetings for which this position is required, Socials and all other ROSC sponsored functions.
- Inform the President if unable to attend a Board meeting.
- May not have more than two unrepresented absences at Board meetings.
- Prepare a written monthly report summarizing what happened during the month, including monthly expenses.
- Maintain a notebook as outlined in Board Procedures.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

RESPONSIBILITIES

1. Supervise and coordinate with the committees established under the First Vice President: Socials, Membership, Reservations, Mini Clubs, and Ways and Means. Serve as the direct contact between these committees and the President.
2. Authorized to countersign ROSC checks.
3. In the event that any Committee Chairpersons supervised by the First Vice President are vacant, the First Vice will work to get those positions filled and acts as Interim Chair.
4. Serve as member of the Executive Board, the Constitution & Bylaws Committee, and the Social Budget Committee.
5. Take all minutes in the absence of the Secretary.
6. Speak with each Committee Chair at the beginning of the year, to review job descriptions and responsibilities, and serves as advisor to them throughout the year.
7. Assist committee chairpersons throughout the year as special projects/problems arise.
8. Review job descriptions with their respective chairs in January.
9. Review agenda and supporting materials prior to board and committee meetings.
10. Is knowledgeable about the organization's mission, services, policies and programs and promotes ROSC membership.
11. Is responsible for all matters concerning protocol. Coordinates with the Reservations Chair and assists in greeting and seating VIPs and guests.
12. Perform all other duties as assigned by the President.
13. Following the ROSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to

ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.

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