

Second Vice President Job Description

The Second Vice-President supervises committees, as established in the ROSC Bylaws, serves as a representative from the ROSC on the advisory council of service organizations at RAFB and is prepared to perform the duties of the First Vice President and succeed to that office if a 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 Board Meeting
- May not have more than two unrepresented absences at Board meetings
- Prepare a written report monthly summarizing what happened during the month, including monthly expenses.
- Maintain a notebook as outlined in the 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 Second Vice-President in the ROSC Bylaws: Scholarships, Thrift Shop, Welfare, and Properties. Serve as the direct contact between these committees and the President.
2. Serve as a member of the Executive Board, Constitution, Budget, Scholarships, Thrift Shop and Job Description Review Committees.
3. Authorized to sign Thrift Shop and Welfare checks.
4. In the event that any Committee Chairpersons supervised by the Second Vice President are vacant, the First Vice will work to get those positions filled and acts as Interim Chair.
5. Organize the Thrift Shop Volunteer Appreciation event along with Advisors (held in May).
6. 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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