



## BOARD OF DIRECTORS VICE PRESIDENT

### Why We Need You:

The SVC Vice President is the back up for the President. Preside over meetings in the absence of the President. Coordinate annual election process and social event for the chapter.

### A Day in the Life | Responsibilities We Trust You With:

- Works directly with the President to ensure that the information provided protects the integrity and intent of the chapter and the Institute
- Secures speakers for program presentations at meetings and seminars
- Fulfills/assumes the duties and responsibilities in the event the President is absent or unable to complete the term of the office
- Assists the President with all administrative functions

### What You Must Know | Education and Experience:

- Must be an active PayrollOrg member in good standing and shall be Immediate Past President

### What You Need to Be Good At | Competencies and Skills:

- Become familiar with the chapter's Bylaws
- Become familiar with the chapter's budget and Treasurer's report
- Read the Chapter Affiliation Agreement provided by PayrollOrg
- Become familiar with the contact staff at PayrollOrg for assistance and support
- Make sure you have the name and contact information of your regional advisor from the Board of Advisors. They are an experienced member of PayrollOrg and can assist you in your new role

### Your Working Relationships | Leadership:

- Must work with and gain support and commitment from other BOD members and chapter members
- They continually represent the chapter to others within or outside of the organization
- Contributes and tries to drive-up recruiting of new or former members
- Assists overall activities/meetings/committees of the chapter

*This job description is a guideline.*