

Peo-Taz Chapter of A.B.A.T.E. of Illinois
Job Description
Vice President

QUALIFICATIONS

As the Vice President assumes the position of the president in absentia, the Vice President should meet the qualifications established for the office of the President.

TIME REQUIRED

The Vice President will need to devote approximately 15-20 hours per month to the job for telephone, computer work and meetings. Each month there is an Officers meeting and a Chapter meeting; occasionally there are Executive Board and other meetings to attend as well.

BASIC DUTIES INCLUDE:

1. Being acquainted with Robert's Rules of Order.
2. Reporting to the Executive Board and Officers on all activities relevant to the office.
3. Casting one vote on issues before the Executive Board or Officers.
4. Working closely with all Officers for the benefit of the Chapter.
5. Overseeing, and assisting, as needed, the Activities, Security, Public Relations, and Newsletter Directors.
6. Leading the membership in the Pledge of Allegiance at the beginning of each Chapter meeting.
7. With President, greeting and introducing new members.
8. Overseeing multiple chapter events
9. Writing an article for the Newsletter monthly.

Retyped July 2021