**INAFSM Board of Directors Job Description**

**VICE-CHAIR**

**Duties as Stated in By-Laws:** “The Vice-Chair shall perform the duties of the Chair in the event of absence, inability or refusal to act, or disqualification due to a conflict of interest. When so acting, the Vice-Chair shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice-Chair shall perform all other duties incident to the office per the Vice-Chair’s job description.”

**Responsibilities:**

* Attend all board meetings.
* Serve on the executive committee.
* Maintain knowledge of the organization and personal commitment to its goals and objectives.
* The Vice-Chair shall present a conference budget annually to the Board of Directors to review, discuss, and approve prior to any conference expenditures.
* The Vice-Chair shall manage the conference budget to ensure the conference earns a profit.
* The Vice-Chair shall work closely with the Executive Director, Treasurer, and Conference Committee to implement all conference activities.
* The Vice-Chair shall recruit members to form a Conference Committee annually.
* Carry out special assignments as requested by the board chair.
* Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.
* Prepares and submits written report to Board members prior to each Board meeting.
* Participate as a vital part of the board leadership.
* Keeps job description and all Vice-Chair position documents up to date