



OPERATING GUIDELINES

VICE PRESIDENT

I. OBJECTIVE

To describe the responsibilities of and procedures to be followed by the Vice President.

II. TERM OF OFFICE

The Vice President shall serve for one year, succeeds to the office of President, and then shall succeed to the position of Past President for a total of three years in office.

III. DUTIES

- A. Member of the Board of Directors.
- B. Attends **MARSQA** Board of Director meetings.
- C. Works closely with the current President to learn the duties of the Presidency in preparation for assuming that office.
- D. Serves as an advisor to the Program Committee as a liaison to the Board of Directors.
- E. Assists in the development of policies, procedures and operating guidelines for **MARSQA**.
- F. Votes on polices and issues that are required to effectively govern the Chapter.
- G. Performs other duties as requested by the **MARSQA** President.
- H. Member of the Finance Committee.

IV. PROCEDURES

- A. Assumes the responsibilities of the President in the absence of the President.
- B. Acts as a liason to the program Committee

V. RECORDS

- A. Provides records to Historical Committee, as appropriate.

VI. TIME REQUIREMENTS

- A. Minimum of 5 days per year for Membership and Board of Director meetings.
- B. Average of 2 hours per week on correspondence, phone calls and other communications.