

## **Chapter Vice-President**

**Purpose:** Vice-presidents assist the president with chapter managements, assist in other chapter-specific duties, and performs the duties of the president when he/she is unable.

### **Duties & Responsibilities:**

- Perform duties of the president if they are unavailable or unable to
- Seek opportunities to promote the value and benefit of WVOA membership
- Work side-by-side with the president to perform duties decided upon by the chapter
- board and president

### **Qualifications & Skills:**

- Current, active membership in WVOA and chapter
- Willingness and ability to perform the duties of the president if needed
- Good interpersonal skills and ability to work in a team setting
- Capable computer skills
- Professional work ethic

**Length of commitment:** Chapter bylaws specify terms and term limits

**Days/times volunteer is required:** Required to attend as many chapter meetings and events as possible, vary by chapter

**Benefits to the volunteer:** Gain leadership skills and experience, learn from fellow board members, meet a variety of people.

**Training provided or other details:** Training provided by the previous vice-president.