



Job Description

Officer Position: EXECUTIVE VICE PRESIDENT (Elected annually at Fall HOD. One year term, renewable.)

Rationale: The District Executive Vice President will, in the absence or inability of the District President, perform the duties of that office. He will support the District President in the management and successful operation of the District.

Tasks & Responsibilities:

1. Form and chair a committee, in size and scope at his discretion, to assist him in carrying out his duties.
2. Prepare an annual work plan and budget proposal and submit it to the Board of Directors for approval.
3. Submit progress reports on schedule.
4. Attend the Society's annual Leadership Forum.
5. Attend all BOD and HOD meetings.
6. Manage all work activity of the Division Coordinators.
7. Perform other duties as assigned by the District President
8. Assist with the chairing of the District Management Team as requested by the President.
9. Prepare an annual budget proposal and submit it to the VP Finance for inclusion in the preparation of the District Budget.

Directly Communicates with: District President and Division Coordinators.

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September Planning meeting.
Progress Report in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.