

LEADERSHIP JOB DESCRIPTION

POSITION TITLE: *MCAR Vice-President*

POSITION DESCRIPTION:

Assists the Chief Elected Officer in carrying out the functions of that office and performs specific duties as delegated by the Chief Elected Officer. Tenure serves as orientation/preparation for future responsibilities.

RESPONSIBILITIES:

- Administers projects/tasks as may be assigned by the Chief Elected Officer.
- Serves as a member of the Board of Directors, and undertakes all other responsibilities as detailed of an MCAR Director.
- May serve as chairman of one or more of the Association committees as appointed by the Chief Elected Officer.
- Assists the Chief Elected Officer in the performance of his/her duties whenever requested to do so.
- Attends annual meeting and special meetings as directed by the Chief Elected Officer.
- Represents the Association with other Associations or organizations as requested by the Chief Elected Officer.
- Support and promote the association's political awareness and fundraising plan as a significant component of the organization's activities.
- Assumes a visible leadership role at association networking and social functions.