

Vice President

The duties of the Vice-President shall be:

1. Fill in for the President or President-Elect as needed.
2. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
3. Serve as Board Liaison on a standing Committee. Liaison responsibilities include:
 - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
 - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
 - c. Assuming the responsibilities of the Chair in his/her absence;
 - d. If the Chair resigns, serve in that position until the President appoints a new chair
 - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
 - f. Ensure Committee Chair prepares certificates for committee members.
4. Seek the site for the Annual Conference for the year in which he/she may be President (in two years) by soliciting and evaluating bids from hotels and Visitor Convention Bureaus. The Annual Conference is rotated from east to west sides of the State. The recommendation for action is made at the October or January meeting of the Executive Committee.
5. Update the Executive Committee and Committee job descriptions and the WMCA policies as needed per the direction of the Executive Committee.
6. Update the WMCA Handbook as needed per the direction of the Executive Committee.
7. Serve as liaison to the Special Projects/Fundraising Committee.
8. Serve as a member of the Budget Committee.
9. Acquire and maintain knowledge of WMCA by-laws, policies and procedures.
10. Perform such other duties and responsibilities as the President or Executive Committee may assign.