

**LANCASTER COUNTY ASSOCIATION for HUMAN RESOURCE MANAGEMENT
(Affiliated Chapter of the Society for Human Resource Management)**

VICE PRESIDENT – Board of Directors

Function:

Serve as an Officer of the Board of Directors for the Association and administer the programs established by the President and/or Board of Directors. The First Vice President also serves as President-elect.

Responsible to:

President – Board of Directors

Responsibilities:

1. Attend and participate in all scheduled and special Board and Association meetings.
2. Support of the Board of Directors' and the Association's "PURPOSES" and adherence to the Association's "CODE OF ETHICS."
3. At the request of the President or in President's absence, may perform any of the duties and responsibilities of the President.
4. Attendance at one (1) Leadership Conference sponsored by the Society for Human Resource Management (and held during the fall) during elected term of office strongly encouraged.
5. Perform such other duties as the President or the Board may assign.
6. Work closely with the President to ensure a smooth transition in the leadership of the organization as newly elected Officers and Directors assume their responsibilities.

Performance Expectations:

1. In order to insure a quorum is present at Board meetings and that business can be conducted, Board members will attend all Board meetings. When this is not possible they will contact the Secretary in advance of the meeting. If the Secretary is not available, the Board member should contact the President of the Board.
2. Failure to attend Board meetings on a consistent basis (regardless of notification) may impact continued service on the Board.
3. Committee participation is strongly encouraged for all Officers.
4. Active participation in discussions at Board meetings and special Board meetings.
5. Represent the Association in a positive manner at meetings and other events.

Estimated Time Requirements:

2 hours each month, January-June and September-December, for breakfast meetings.

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1 hour per month for follow-up on assignments.

An additional 8 hours per term for strategic planning.

Committee involvement as necessary.