

Job Description - Vice-President / President-Elect Alliance of Hazardous Materials Professionals

Category: Volunteer

Immediate Supervisor: President

Subordinates: None

Effective: 01-12-07

Job Description:

General – The Vice President (VP) is the second ranking officer of AHMP and assumes the position of President at the conclusion of a one-year term. The VP supports the president in fulfilling the goals and objectives of AHMP by providing continuity to established programs and formulating future programs for the organization. The VP will act as the President in his/her absence.

I. Detailed

A. General Performance Requirements

Refer to Director-at-Large Job Description for General Performance Requirements.

B. Specific Performance Requirements

1. Accept responsibility for tasks delegated by the President, and any other duties appropriate to the presidency.
2. Works closely with the President and other elected officers to provide input and continuity to ensure smooth execution of projects and goals and programs.
3. Preside in the temporary absence or disability of the President.
4. Provide AHMP Committee Chairs with orientation at the National Conference.
5. Develop and chair annual BoD member orientation at the 4th quarter BoD meeting.
6. Conduct an annual review of the Strategic Plan (3-Year strategic goals), update the Strategic Plan as necessary, and develop corresponding annual objectives,
7. Participate as a member of the *Leadership Committee*.

II. Time Management and Accountability

A. Calendar and Deadlines:

1. Respect BoD calendar and deadlines, including those listed in the Board Book.

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B. Paperwork and Administration Duties

In addition to the Paperwork and Administration Duties detailed in the Director-at-Large Job Description, the VP must also perform the following duties:

1. Present 3-year AHMP Strategic Plan at the annual National Business Meeting.
2. File other reports as directed by the President or the Board of Directors.

C. Appointment and Time Commitment

1. Commit no less than 15 hours per month to this position.
2. Attend 4 BoD face-to-face meetings and at least one teleconference meeting mid-summer.
3. Attend voting, or important issue teleconferences as they arise.

III Meetings

A. General

In addition to the General Meeting requirements detailed in the Director-at-Large Job Description, the VP must also:

1. Prepare for and attend all EC face-to-face meetings, scheduled teleconferences or internet meetings held periodically throughout the year, including the meeting associated with the annual conference.
2. Maintain confidentiality of the EC sessions.

B. Chair

1. Serve as Chair of BoD and EC in the absence of the President.

C. Membership

1. Serve as a member of the EC as assigned by the President.
2. Serve as the member of the Leadership Committee.

IV. Other Duties

A. Fiduciary Responsibility

Refer to Director-at-Large Job Description for Fiduciary Requirements.

B. Fundraising

Refer to Director-at-Large Job Description for Fundraising Requirements.

C. Membership

Refer to Director-at-Large Job Description for Membership Requirements.

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D. Strategic Planning

In addition to the General Meeting requirements detailed in the Director-at-Large Job Description, the VP must manage the update of the 3-Year Strategic Plan and development of the corresponding budget.

E. Requirements for Position

1. A qualified candidate for the position of Vice-President shall meet the requirements for a Director.
2. If a Vice-President is appointed, they will serve in the positions of President and Immediate Past President as well.

I, _____, having read the above statement of roles and responsibilities for members of the Board of Directors of AHMP, do hereby commit to meet these expectations.

Signature

Date