



Academy of Certified Hazardous Materials Managers, Inc.

JOB DESCRIPTION

Effective: 01-21-06

Category: **Volunteer**
Job Title: **Vice-President /President Elect (1 year term)**
Immediate Supervisor: **President**
Subordinates: **None**

Job Description:

General – The Vice President (VP) is the second ranking officer of ACHMM 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 ACHMM 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's Job Description for General Performance Requirements.

B. Specific Performance Requirements

1. Participate as a member of the Strategic Development Committee and ensure a 3 to 5 year plan is in place at all times.
2. Accept responsibility for tasks delegated by the President, and any other duties appropriate to the presidency.
3. Works closely with the President and other elected officers to provide input and continuity to ensure smooth execution of projects and goals and programs.
4. Provide ACHMM Committee Chairs with orientation at the National Conference.
5. Develop and chair annual BoD member orientation at the 4th quarter BoD meeting.

6. Appoint Board Liaisons for Committees and Chapters.

II. Time Management and Accountability

A. Calendar and Deadlines:

1. Respect calendar and deadlines, including those listed in the Board Book and generated by the Academy Editorial Team (AET).

B. Paperwork and Administration Duties

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

1. Present 3 to 5-year ACHMM 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.

III Meetings

A. General

In addition to the General Meeting requirements detailed in the Director 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.
2. Chair Nomination Committee and lead the Academy's succession planning and leadership nomination program including Executive, BoD, and committee chair positions including evaluation of nominations, review of the election process and preparation of the final voting report in accordance with ACHMM bylaws. Members of the Nominations Committee include the Secretary and two at large members as appointed by the Vice-President.

C. Membership

1. Serve as the liaison for the National Conference Committee.
2. Serve as a member of the EC as assigned by the President.
3. Serve as a member of the Strategic Development committee.

IV. Other Duties

A. Fiduciary Responsibility

Refer to Director's Job Description for Fiduciary Requirements.

B. Fundraising

Refer to Director's Job Description for Fundraising Requirements.

C. Membership

Refer to Director's Job Description for Membership Requirements.

D. Strategic Planning

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

1. Guide the Strategic Development of ACHMM as a member of the Strategic Development Committee.

E. Requirements for Position

1. A qualified candidate for the position of Vice-President shall meet the requirements for a Director.
2. If a VP is appointed, they will not automatically become the President-elect, as in cases of "natural assent".

F. Benefits

All benefits afforded to volunteers of the Academy by policy (POL-05-001 and PRO-04-002) or otherwise.

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

Signed:

Insert Individual's Name Here