

Vice President Position Description

General Duties

- In the absence or disability of the President, the Vice President shall perform all duties of the President and in so acting shall have all the powers of the President.
- Actively promote and represent PARID by attending local functions, including public forums relating to interpreting issues and the Deaf community.
- Serve as the board liaison to at least one PARID committee.
- Oversee the scheduling of the professional development opportunities in the districts.
- Submit PARID News articles, as the need arises. (i.e. updates on projects or duties being performed at the request of the Board)
- Be actively involved in a local district.
- Participate in the PARID Board Yahoo group.
- Respond to all mail, email, and telephone correspondence in a timely manner.
- The Vice President shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

Board Meeting and General Meeting Duties

- Attend all PARID board and membership meetings.
- Assist the president in conducting board and membership meetings.
- Submit written Vice President's reports to the PARID board in preparation for each regular board meeting and annual membership meeting.

DOCUMENT HISTORY

Established 05/2007
Revised 05/2009