

# OFFICER STANDARD OPERATING PROCEDURES

OFFICER POSITION	<h2 style="margin: 0;">Vice-Chair</h2>		
Approval Date:	September 8, 2011	Latest Revision Date: <i>(To Be Reviewed Annually)</i>	August 2011

### Duties

- Perform duties as may be assigned by the chair or the board.

### Schedule of Activities / Duties

<b>Occasionally</b>	<ul style="list-style-type: none"> <li>• Perform duties of the Chair or Chair Elect in their absence.</li> </ul>
<b>Spring</b>	<ul style="list-style-type: none"> <li>• Attendance at the RMSO conference is encouraged. This usually occurs during the spring of the year and rotates throughout the region.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Organization and chairing the Officer and Committee Chair retreat is a primary function.</li> <li>• The primary objective of the retreat is to allow for extended discussion and planning for important section function and activities. In addition, the retreat allows for additional socializing among section leaders.</li> <li>• In conjunction with board, select a date.                         <ul style="list-style-type: none"> <li>-Date is typically selected in January.</li> <li>-Retreats have in past been held in August.</li> </ul> </li> <li>• Arrange for a retreat location, often at a no or low cost location.</li> <li>• Convene an ad hoc committee to prepare the agenda. Ask that the Chair appoint this committee in January. Often this committee has included the Past Chair, Chair, Chair Elect and one or two Trustees.</li> <li>• Provide refreshments for morning break, and identify a location for lunch.</li> <li>• Ensure the treasurer brings checkbook to pay for bills.</li> <li>• Ensure that the secretary takes notes and submits these to the board in the next board meeting, for incorporation in the next board meetings minutes.</li> <li>• Decide if a post-retreat social will be held and what the time and location are.</li> </ul>

### Activities / Deliverables

- Organize and Chair Retreat