

## CGFOA Position Description

Title	Vice President
Contribution This Position Makes to CGFOA	The Vice President serves on the CGFOA Board to further the organization's purposes as set forth in the Bylaws. The Vice President serves on the CGFOA/CMCA Conference Committee. The Vice President serves on the Nomination Committee. The Vice President serves in the absence of the President.
Elected / Appointed and Term	The Vice President is elected to this position and automatically succeeds to President the next year, followed by a term as Past-President, making this combination a 3-year term. (Vice President → President → Past President)
Minimum Qualifications	Minimum of two years as an active member of CGFOA, with a recommended minimum of one year of service in a CGFOA Board position.
Meeting Requirements	The Vice President attends the annual business meeting at the CGFOA Conference in November, attends all Board meetings, and attends CGFOA/CMCA Conference Committee meetings.
Duties	<ul style="list-style-type: none"> <li>• Maintains the Policies and Procedures Manual.</li> <li>• Conducts meetings and carries out all of the President's duties in the absence of the President.</li> <li>• Purchase and present thank you gift for the outgoing President.</li> </ul>
Helpful Tips for Your Successor	<p>Pay close attention to the President's activities (e.g. take detailed notes) since the Vice President automatically succeeds to President.</p> <p>Become very familiar with the Policies and Procedures Manual, so that you have a solid foundation as issues arise.</p> <p>Tasks at CGFOA November Conference:</p> <ul style="list-style-type: none"> <li>• Assists with delegate packet compilation, day before</li> <li>• Attends meeting with conference site staff</li> <li>• Attends 1<sup>st</sup> Time Attendee session (optional)</li> <li>• At banquet – recognizes sponsors, does drawings, and announces Silent Auction winners with CMCA Vice President</li> <li>• Attends debriefing Conference Committee meeting at end</li> <li>• Make Committee Chair appointments for the next year, to extent possible</li> </ul>
Other Comments	<p>For additional details, refer to the Bylaws, Articles: II-A; IV-B; V-A; V-E; VI-B</p> <p>Policies: O</p>