

CGFOA  
POSITION DESCRIPTION

Position Title:	Vice President
Contribution This Position Makes to CGFOA:	<p>The Vice President serves on the CGFOA Board (Art. V-A) to further the organization’s purposes as set forth in the Bylaws (Art. II-A).</p> <p>The Vice President serves on the CGFOA/CMCA Conference Committee.</p> <p>The Vice President serves on the Nomination Committee (Art. VI-B).</p> <p>The Vice President serves in the absence of the President.</p>
Elected / Appointed and Term:	The Vice President is elected to this position and automatically succeeds to President the next year, following which the President becomes the Past-President, making this combination a 3-year term. (Art. IV-B).
Meeting Requirements:	The Vice President attends the one annual business meeting at the November Conference; Attends all Board meetings (Art. V-E); Attends CGFOA/CMCA Conference Committee meetings.
Duties:	Maintains the Policies and Procedures Manual (Policy O).
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>Keep copies of Footnotes, so you can refer back to them when you write for the next year’s editions.</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> </ul>

	<ul style="list-style-type: none"><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:	