



## **SEA Board of Directors**

### **Vice-Chair Position Description**

Vice-Chairperson - The Vice-Chairperson shall be responsible for assisting the Chairperson with his or her duties as described above.

### **ARTICLE VII, Section (h), Bylaws**

#### **Appointment/Term**

The Vice-Chair will be appointed by the Board of Directors (Board) each year and will have the competencies and skills as deemed necessary by the Board.

#### **Responsibility**

The Vice-Chair is responsible to the Board and the members at large.

#### **Specific Duties**

The Vice-Chair will:

1. In absence of Chairperson, assume Chairperson responsibilities.
2. Be reliable counsel to Chairperson and be available to take on special assignments at the request of the Chairperson.
3. Be a signatory, if required and appointed by the Board.
4. Oversee nomination processes for the Board.

**Approved by: SEA Board of Directors**

**Approved date: August 11, 2009**

**Revision date: July 9, 2009**