



**MPWGA  
Board Position Job Description**

**Reviewed: February 2019**

**Position: Vice President**

**Purpose:**

The Vice-President shall perform the duties of the President whenever needed, act as the liaison between the Outside Events chairs and the Board, oversee the webmasters, and prepare a monthly newsletter.

**Essential Functions:**

1. Perform the duties of the President in her absence or at her request.
2. Prepare a monthly newsletter and disseminate to the membership.
3. Maintain the job descriptions for all Board positions. Ensure the most current version is posted on the website.
4. Oversee the Ad Hoc chairs and act as their liaison with the Board.
5. Oversee the webmasters and act as their liaison with the Board.
6. Ensure the Constitution, By-laws and Standing Rules are up to date and available to the membership. This includes writing proposed changes, presenting them to the Board and/or the membership for approval, and posting them on the website.
7. Serve as a signatory on MPWGA bank accounts.
8. Actively participate in the annual budget process.
9. Train the person who succeeds you in this position.