

CHAPTER OFFICER POSITION DESCRIPTION

POSITION TITLE:	Vice President
PURPOSE:	The Vice President is the second executive officer of the chapter. This position replaces the President when necessary at meetings of the Executive Committee, the Chapter and the CSUEU Board of Directors. The President may also assign the Vice President to assist him/her in other administrative tasks.
TYPICAL DUTIES:	In the absence of the President, chairs Executive Committee and Chapter meetings and attends CSUEU Board of Directors meetings as board member.
TIME COMMITMENT:	Executive Committee meetings – One hour per month. Other time commitments depend on direct involvement in committees or programs (optional).
TRAINING:	Basic Steward Training
REPORTING RELATIONSHIPS:	Reports to the President. Reports to the Chapter Executive Committee.
RELATIONSHIP TO OTHER OFFICERS/PROGRAMS:	The Vice President is primarily an administrative and coordinating position in the absence of or at the direction of the President.
ELECTED/APPOINTED BY:	The Vice President is elected by chapter members to a three-year term.