

OHSVCA Vice-President Job Description

Position: Officer

Eligibility: Active member in the OHSVCA

Selection / Term of Service: Two years, elected in odd numbered years

Reports: Directly to the President

Attendance Requirements (Mileage paid): OHSVCA and OHSAA meetings / events

Salary: None

Lodging Requirements (paid): OHSVCA and OHSAA meetings / events that necessitate an overnight stay

Duties:

1. Maintain an up-to-date copy of the Constitution and Bylaws of the OHSVCA. Provide copy to the OHSVCA website. When necessary, prepare ballot for constitutional changes to be voted on by the general membership at the clinic meeting. Notify membership of proposed constitutional changes via website prior to the meeting.
2. Accept nominations for the Lifetime Achievement Award. Prepare ballot for Hall of Fame and Lifetime Achievement Awards. Run election.
3. Accept nominations and prepare a voting ballot for the clinic meeting for those positions to be elected in that year. Run the election at the clinic.
4. Maintain an up-to-date copy of the Job Descriptions of the OHSVCA. Provide copy to the OHSVCA website. Periodically review and update job descriptions.
5. Responsible for all matters pertaining to the organization and administration of the OHSVCA Scholarships. Provide up-to-date criteria and forms to the website. Run the election. Notify the winners. Write an article for each winner. Submit the article and a picture to the OHSVCA website, the OHSAA website, and the hometown newspaper. Keep a file of each inductee for future reference.
6. Maintain an up-to-date copy of the Frequently Asked Questions of the OHSVCA. Provide copy to the OHSVCA website. Periodically review and update FAQ's.
7. Prepare, distribute and collect/analyze data from survey to be complete prior to the OHSAA tournament meeting. Present findings to the OHSAA BOC as needed.
8. Prepare for the treasurer a projected annual itemized budget of expenses and/or revenue for the position.

9. In the event that the President can not complete the term of office, assume the additional duties of the presidency until the district trustees elect a new president. The same procedure is followed if the treasurer or secretary can not fulfill their term. In the event that a coordinator can not fulfill his term, the president or vice-president shall assume the additional duties until the Executive Committee appoints a replacement.

10. Constitution / Bylaws / Job Descriptions committee reports directly to the vice-president. Monitor progress and oversee this committee. Serve as chairperson of the Redistricting Committee. Also, serve as a member of the Executive Committee.

11. Attend OHSAA meetings upon request.

12. Attend all meetings / events of the OHSVCA.

13. Update contact information and news on the OHSVCA website.

Updated 3-15-09