



## **Vice President Roles and Responsibilities**

### **1. Overview**

- I. The Vice-President shall be vested with all powers and shall perform all the duties of the President in the absence or is unable to act.
- II. To be the liaison of the Regulation Task Force to the Board of Directors (BOD).
- III. The Vice President shall adhere to the administrative policies of the BOD and have such other duties and powers as the BOD may specify.

### **2. Liaison of the Regulation Task Force**

- I. Recruit and communicate with members of the Regulation Task Force (RTF).
- II. Ensure the RTF meets on a regular basis and that there is proper record keeping of meetings.
- III. Bring motions for the BOD to approve from the RTF.
- IV. Be the contact person for the RTF for the BOD and vice versa to ensure communication between the two.
- V. Adhere to the RTF budget as approved and work within that budget.
- VI. Provide an annual report to the membership of the RTF accomplishments and future plans.
- VII. Follow and update a strategic plan and work towards those goals.

### **3. General Administrative and BOD duties**

- I. Understand and follow all Policies and Procedures of the ATABC as outlined by the ATABC Policy and Procedures Manual.
- II. Respond to communications between members, CATA, external inquiries and the BOD in a timely fashion via ATABC email, Redbooth, etc.
- III. Contribute to the ATABC newsletter.
- IV. Attend and actively participate in BOD meetings, Redbooth and the Annual Meeting of members.