



MN Chapter of NIGP Job Descriptions

Vice President

Responsibilities:

The Vice President shall assist the President with official duties as directed by the President, shall preside at all Chapter meetings in the absence of the President, and succeeds to the office of President until the next election should the office become vacant. The Vice-President shall serve as the Fall Conference Committee Chair and is responsible for planning the Fall Conference.

Term:

One year. Succeeds to the office of President for one year and will transition into Past President for one year.

Job Duties:

The Vice-President shall perform the following duties for the Fall Conference:

Meetings:

- Schedules and runs all conference committee meetings. Records and distributes minutes as necessary
- Reports progress to the Board and Chapter

Location:

- Locates and reserves the location (or designates)
- Arranges for any equipment needs for each meeting – i.e. podium, PA equipment, screen/TV or monitor, VCR, DVD or projector, room layout, tables and chairs for attendees, tables for check-in and food
- Coordinates food for all meals during the conference
- Arranges hotel accommodations and coordinates with hotel lodging for each attendee (or designates)

Speakers:

- Researches and locate appropriate speakers
- Negotiates and sign contracts with speakers

Budget:

- Oversees conference budget
- Approves expenditures for conference and reports them to the Board
- Works closely with the Chapter Treasurer for payments

Committees:

- Oversees all aspects of the conference including any sub-committees
 - Entertainment
 - Decorations
 - Surveys
 - Conference gift
 - Communications/brochure
 - Certificates for speaker recognition, name tags



Vice President

The Vice-President shall perform other duties, including:

- Assists the President with official duties as directed by the President
- Presides at Board meetings and Chapter meetings in the absence of the President
- Attends the Leadership Symposium (if possible)