

DUTIES OF VICE PRESIDENT

Time commitment is less than 15 minutes + 1 hr board meeting per month

SUMMARY OF ROLE AS DETERMINED BY REVISED 2021 BYLAWS OF MBMAG

In the absence of the president, or in the event of his or her inability or refusal to act, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions on, the president. In the absence of the secretary, the Vice President shall sign documents necessary to file updates with the state and federal governments. The vice president shall have other powers and perform such other duties as may be prescribed by law, by the articles of incorporation, or by these bylaws, or as may be prescribed by the board of directors.

SPECIFICS

- Should the position of president/chairperson of the board become vacant before an annual election meeting, the vice president shall step in until the membership meeting is held at which time a vote to fill the vacant position will be held. If the vice president is not able to step in, the board shall designate an interim chair.
- In the absence of the president, the vice president shall preside over the meetings. In the absence of the vice president, the secretary shall preside over the meetings.
- Should the chairman of the board/president position become vacant, the vice president shall step up to that position until such time of the next annual election meeting.
- The Vice President shall work with the membership to recruit new candidates for the guild board for the next calendar year.
- The Vice President shall work with the existing guild board to determine which members will be continuing in their role for the next calendar year.
- The Vice President shall present the final slate of candidates to the board for approval and preside over the election process.
- The Vice President shall work with the president to fill any vacant board positions that occur during the calendar year.