



### **Job Description- Vice President**

The Vice President will assume the duties of the President in the absence of the President. The Vice President shall perform the role of Parliamentarian; be responsible for the function of the committee network, ensure that each committee has a chairperson; shall initiate communication between old and new committee chairs; be responsible for securing the continuing education credits for all KEYPOCC meetings and perform other duties as assigned by the Bylaws or the Board.

#### 1. Meeting preparation:

- a. Contact the speaker(s) to request credentials, topic, objectives, etc. in order to complete the PACE credit forms.
- b. Complete and print the PACE credit forms for the meeting.
- c. Help arrange speakers, meeting topics, etc.
- d. Help coordinate meeting location and plans for food & refreshments

#### 2. Meeting:

- a. Distribute the PACE credit forms to all attendees at the meeting.
- b. Remind attendees to complete forms for credit and collect them at the end of the meeting.
- c. Record meeting minutes in the absence of the Secretary.

#### 3. After Meeting:

- a. Compile the PACE documents from each meeting and complete a summary review of the speakers.
- b. Send the summary reviews to the PACE representative.
- c. Complete PACE certificates for each attendee.
- d. Email the certificate to all attendees requiring PACE credits.