**WICT RM Vice President**

**RESPONSIBILITIES:**

* Assume and accept the responsibilities as designated by the chapter President in his/her absence.
* Attend 80% of all chapter board meetings and chapter events.
* As a member of the Executive board, participate in chapter spending decisions.
* Participate in Executive board meeting and/or conference calls, as necessary.
* Assist and/or oversee governance with the Strategic planning process.
* Provide continuity for the Succession planning process and formulates plans for his/her term by organizing the Succession planning committee.
* Develop action plan to further identify and add clarity to all roles and responsibilities prior to annual transition.
* Ensure appropriate follow up and effective transitioning of all chapter duties.
* Organize the financial review process by identifying three (3) volunteers to independently audit the previous year’s finances.
* Complete final review of all submissions to National, including the Model Chapter Business Plan.
* Serve as the designated “check-in” for Board members who are having problems, who need help with workload/priorities, and/or cannot attend a Board meeting
* Provide updates at board meetings.

**TIME COMMITMENT:**

* All Board positions are a 2-year commitment
* Monthly Board Meeting
* Monthly Executive Meeting
* ~12 hours per week for different tasks assigned above
* Expectation to participate in WICT events whenever possible (~2 times per month)
* Additional time as needed