

# Job Description

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## Second Vice President

1. The 2<sup>nd</sup> Vice President shall exercise all the powers and discharge all the duties of the President and/or the 1<sup>st</sup> Vice President, in the absence and/or disability of both the President and 1<sup>st</sup> Vice President and perform such other duties as may be assigned to him/her by the Board of Trustees or the President.
2. He/she shall assist the President in the management of the association and keep himself/herself informed on all the functions of the office and policies of the association.
3. In the event of the resignation, death or removal of the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President shall fill the unexpired term of the 1<sup>st</sup> Vice President. In the event of the resignation, death or removal of the President and 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President shall fill the unexpired term of the President
4. The 2<sup>nd</sup> Vice President shall serve on the Budget and Finance Committee
5. He/she shall be available for the Annual Foot and Ankle Scientific Seminar to assist the facilitation of the meeting on site.
6. He/she shall serve as a member of the Executive Committee and attend scheduled meetings of the Executive Committee as well as the Board of Trustees.
7. Shall evaluate, approve or reject, within 7 days, all CME programming remitted to OHFAMA for podiatric credit in OH. Notification should be given to OHFAMA staff so that the remitting organization can be notified of status.
8. Participate in leadership orientation.

November, 2014