

Job Description

First Vice President

1. The 1st Vice President shall exercise all the powers and discharge the duties of the President in the President's absence or disability 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 resignation, death or removal of the President, the 1st Vice President shall fill the unexpired term of the President.
4. He/she shall serve as the Chair of the OPPAC Board.
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. He/she shall participate in leadership orientation.
8. He/she shall serve on the Finance and Budget Committee.

November, 2014