



APS Vice President Duties and Roles

The Vice President, in the absence or disability of the President, shall exercise all duties of the President. The President may assign duties to the Vice President to aid in the administration of the Society as needed. The Vice President is an integral position which the President relies upon to carry out their duties in an efficient and timely manner.

General Information

- 2 year terms (may be elected again after the end of a term for 1 more term).
- Any member of APS may be nominated for Vice President and they need not be a Director. Often the President nominates an APS Member for the position of Vice President, however, other nominated candidates are not disallowed – all candidates must be considered for the position regardless of the President’s nomination choice.
- The Vice President is elected by the APS Board of Directors prior the General Annual Membership Meeting.
- The Vice President often becomes the next president, but there is no succession plan in the Bylaws which directs this to happen. Therefore, if the Vice President must choose to be nominated and be elected by the BOD to become President.
- The Vice President may be removed from office by the BOD for failure to act in the best interests of APS.

Qualifications

- Leadership skills and interpersonal skills
- Organizational skills
- Strong oral and written communication skills
- In-depth understanding of the goals and ideals of APS as an organization
- Problem solving skills
- Flexibility and willingness make changes
- Ability to meet deadlines and provide systems for others to meet their deadlines
- Set strong deadlines and produce clear expectations
- Knowledge of bylaws and implementation
- Self-motivated/strong work ethic

Duties

- 1) Consult with the President, Directors and other Society Officers concerning administrative decisions.
- 2) Assist the President with tasks during periods of heavy workload
- 3) Lead or direct research/problem solving projects for the society (President and Vice President will determine).
- 4) Attend all Board of Director Meetings and actively participate.
- 5) Assist President with application of Bylaws in all phases of the organizations operations.
- 6) Actively promote transparency, inclusion and equal/fair treatment to all members.

- 7) **Meet deadlines** as developed by the Board of Directors and committees. This protects and shows respect for everyone involved. Additionally, meeting deadlines protects others from situations which may cause other members to perform work they did not anticipate or may not be able to perform.
- 8) **Respond to communications** in a timely manner. For most organizations this is within **two days**. Some responses may require more immediate attention, others less so.