

Vice Chair of the Board Job Description

October

- Review evaluations.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

Week of NEMCI&A

- Coordinate the purchase of instructors or special guest gifts.
- Present Lobster Award at graduation.

Throughout the Year

- Assume all duties during the absence or inability of the Chair to perform the duties of the office.
- Perform such duties as usually pertain to this office.

Adopted by the NEMCI&A Board on: February 20, 2015

Reviewed and readopted by the NEMCI&A Board on: August 5, 2015

Amendments approved by NEMCI&A Board: October 13, 2018