

Western Organic Dairy Producers Alliance

Second Vice-President Job Description

SUMMARY: The Second Vice-President is elected by the WODPA membership at the annual meeting for 2 year terms in even years. The Second Vice-President is a voting member of the Board of Directors (Board). The Board is the legal authority for WODPA. The Second Vice-President performs such duties as are necessary to the satisfactory conduct of the office and the affairs of the Corporation.

ACCOUNTABILITY: The Second Vice-President acts in a position of trust for the western organic dairy community and is accountable to the members.

Primary Responsibilities:

1. Serve in the absence or in the event of incapacity of the President and Vice-President.
2. Accede to the vice-presidency in the event that a permanent vacancy in the vice-presidency arises.
3. Familiarize self with the activities and positions of WODPA.
4. Adhere to general duties outlined in the Board Member Job Description.
5. Perform such duties as may be assigned by the President or by the Board.
6. Represent WODPA, at the request of the President, to other organizations, the media, and the public at large.

Additional Responsibilities:

1. Assist the President as appropriate.
2. Serve on appointive committees.
3. Review the Second Vice-President's job description annually and, as necessary, recommend changes to the Board.