

## **VICE CHAIR OF THE BOARD JOB DESCRIPTION**

### **October**

- Review evaluations
- Attend the Board and Faculty summary meeting
- Bring a USB containing copies of templates and forms to Board/Faculty meeting
- Present any changes or recommendations to the Board for approval

### **Week of NEMCI&A**

- Coordinate the purchase of faculty or special guest gifts.

### **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:

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