

**ISA
POSITION DESCRIPTION**

SECTION VICE PRESIDENT

Term of Office: 1 year; can serve successive years

Reports to: Section President

General Function: As defined by the Section's constitution and bylaws.

Primary Responsibilities & Duties:

1. Assist the president
2. Serve in President's absence
3. Develop leadership for coming year
4. Assume special projects as assigned by the president, including the following:
 - Input Section Constitution/Bylaws into a word processor and update to include any changes.
 - Prepare and coordinate mail-outs of any further changes to the Constitution/Bylaws recommended by the Board.
 - Develop a standard sign-in form for monthly meetings to better track and maintain attendance records.
 - Develop a standard sign-in form(s) for the tabletop show to allow the Section to track demographic information on attendees.
 - Develop a standard form to record Professional Development Hours for registered professional Engineers.
5. Develop and submit the "Section News" portion of the Bulletin to the Bulletin Chairman by the required monthly deadlines.
6. Assume full responsibility for the annual Honors & Awards Banquet. This includes site selection, pricing, planning and coordinating all activities. The Section VP should also work with the Honors & Awards Chairman to insure all certificates and plaques are on-hand by the banquet date.
7. Submit "ATTENTION" page information for the Honors and Awards Banquet to the Bulletin chairman by the required deadline.

Resources Available: See Position Description for Section President; other **officers; ISA** Staff.

Time Commitment: 1-3 hours each week

Meeting Obligations: Section Executive Board and regular Section meetings. President's Winter and Summer Meetings and the Annual Conference & Exhibit highly beneficial.

Working Relationships:

1. Other Officers and Members: As indicated by assignments
2. Staff: Accesses staff as needed and provides essential information to staff when requested
3. Section Honors & Awards Chairman.

Qualifications: Section member in good standing for at least one year.

Method of Appointment: Nomination by committee and election by the voting members of the Section, or in accordance with the Section constitution and bylaws.