

## Vice President Guidelines

### **The Vice President:**

1. Acts as coordinator for all Committee activities in the President's absence.
2. Is responsible for running Committee Meetings and for issuing an Agenda before each meeting in the President's absence.
3. Is responsible for calling and/or running the AGM and/or for writing the Agenda for the Annual Business Meeting in the President's absence.
4. Acts with the President as an arbitrator and seeks to establish a compromise if there are conflicting opinions within the Committee.
5. Assists the President in assuring that Committee Members comply with their guidelines and perform their duties.
6. Keeps the membership informed of decisions taken and goals set by the Committee by means of the President's Report in the ETAS Journal and the President's Annual Report at the AGM (published in the ETAS AGM Special Supplement) in the President's absence.
7. Acts as Spokesperson for ETAS in the President's absence.
8. Attends most of the Committee Meetings to assist the President and proofreads the Committee Minutes.
9. Submits expenses to the Treasurer within 2 months of incurred expenses.
10. Keeps in touch with Administrator in the President's absence.
11. Should not normally miss more than 1 meeting a year.