

OCSJ Roles and Responsibilities

Position: Vice-President

Reports to: President

Date created: 08/29/22

Date updated: 08/31/22

1. Organize and host the qualified Leaders' Banquet – 2nd Sunday in March.
2. Schedule and attend monthly board meetings via Zoom.
3. Send agenda items to President.
4. Facilitate Election Process in the Fall.
5. Develop and update Roles and Responsibilities handbook.
6. Develop and update any other policies and procedures as needed.
7. Chair and facilitate Executive Board meetings when necessary.
8. Write article for monthly newsletter.
9. Support President when necessary.
10. Update and distribute board members contact list, as needed.