



Vice President

Purpose of position as stated in Bylaws:

The Vice President shall assist the President or assume duties of the President when the President is absent.

Individuals must have the commitment and skills required to fulfill the Core Responsibilities of their role. Other aspects of the role can be delegated to others; however, the individual retains accountability for the work being done well and in a timely manner.

Core Responsibilities:

- Be an additional point of contact to address questions asked by outside members. Solicit the President's or group's* opinions as needed and field such questions.
- Create a welcoming environment to encourage participation and volunteerism.
- Provide substantial assistance to the President with her/his core responsibilities, and take ownership of plans and tasks as assigned by President.
- When President is absent, chair monthly meetings to keep discussions on topic and ensure all necessary topics are discussed and resolved in a reasonable time frame.
- Coordinate clinics and other events as needed.

Other Responsibilities that may be delegated to other officers/members:

- Be present at shows and clinics to resolve questions or issues as needed when President unable to attend shows.

Necessary Skills/Attributes:

- Strong interpersonal skills (a.k.a., good "bedside manner" to represent CRDA)
- Strong organization and planning skills
- Ability to execute plans on a timely basis
- Analytical and creative thinker, assertive, collaborative, excellent communicator, detail – oriented

* Group refers to officers and directors, and other members when present at a monthly meeting.