

AMGA Vice President: Job Description and Timeline

Responsibilities:

- Attends Board Meetings and contributes to organizational development of goals and actions.
- Fills in for the President as needed at Board and Monthly Meetings.
- Provides IT support at General Meeting.

Date Due	Task
2 Monday each month	Attend Board Meeting. Contribute to the development of policies and procedures of AMGA.
General Meetings: Jan, Feb, Mar, Apr, May, Sept, Oct, Nov	1. Attend General Meeting and Run IT.
As Needed	Provide support to the President, Fill in at Board and General Meeting in absence of President.

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