

**NASW-Wyoming**  
**CHAPTER ELECTED POSITION DESCRIPTION**

*Position:* Vice President, Board of Directors

*Term:* 2-year term

*Authority:* By Laws of NASW-Wyoming, Article IV

*Elected By:* Full membership of NASW-Wyoming

*Accountability:* To the Board of Directors and to the total membership of the NASW-Wyoming Chapter and NASW-National

*Qualifications:* Member of NASW

*Specific Duties:*

- Serve as voting member of the Board of Directors and Executive Committee
- Shall assume responsibilities of the chair in the absence of board president and president elect.
- Serve as an ex-officio member of all committees
- Shall act as liaison between committees and board

*Time Requirement:*

- Attend Board meetings
- Attend all Executive Committee meetings
- Attend the Chapter Conference and chapter-wide events
- Ex-officio to all committees, attend as needed
- Chair all Personnel Committee meetings