

PSEA First Vice President Job Description

Overview

The First Vice President is an officer of the Pennsylvania Society of Enrolled Agents (PSEA) elected by the membership annually to serve a one year term. The First Vice President serves as back-up to the President and must be completely familiar with the President's duties and responsibilities. The First Vice President assumes and performs the responsibilities of President in the event that the President is unable to perform his responsibilities and duties. If the President is absent, the First Vice President performs the duties of the President during that time. If the President is incapacitated or otherwise unable to complete his or her term, the First Vice President serves as President during the remainder of the term. The First Vice President must know and understand PSEA's core values, strategic plans, bylaws and policies and procedures.

Responsibilities

- The First Vice President is a voting member of the Executive Committee.
- The First Vice President assists the President in carrying out the responsibilities and duties of his office.
- The First Vice President assists the President and Board in promoting the objectives of PSEA.
- The First Vice President works closely with the President on existing and future projects.
- The First Vice President assists the President in appointing or nominating potential committee and task force chairs and members.
- The First Vice President serves as an ex-officio member of all committees except nominating and ethics and professional conduct.
- The First Vice President recommends the establishment of specific committees and their composition, as needed.
- The First Vice President coordinates and monitors the progress of all assigned committees as measured against the President's charge and the Board of Directors guidelines and offers suggestions and recommendations, when appropriate.
- The First Vice President maintains close contact with committee chairpersons to ensure that all committee charges are followed to completion.
- The First Vice President prepares a written report for Board meetings and a written annual report for the Annual Membership meeting.

- The First Vice President prepares annual written recommendations for changes or modifications to the Standard Operating Procedures for approval of the Board of Directors.
- The First Vice President maintains open communication and promotes cooperation with the PSEA Board of Directors.