

PSEA Second Vice President Job Description

Overview

The Second 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 Second Vice President serves as back-up to the First Vice President and must be completely familiar with the First Vice President's duties and responsibilities. The Second Vice President assumes and performs the responsibilities of First Vice President in the event that the First Vice President is unable to perform his responsibilities and duties. If the First Vice President is absent, the Second Vice President performs the duties of the First Vice President during that time. If the First Vice President is incapacitated or otherwise unable to complete his or her term, the Second Vice President serves as First Vice President during the remainder of the term. The Second Vice President must know and understand PSEA's core values, strategic plans, bylaws and policies and procedures.

Responsibilities

- The Second Vice President is a voting member of the Executive Committee.
- The Second Vice President assists the President and First Vice President in carrying out the responsibilities and duties of their office.
- The Second Vice President assists the President, First Vice President and Board in promoting the objectives of PSEA.
- The Second Vice President works closely with the President and First Vice President on existing and future projects.
- The Second Vice President assists the President in appointing or nominating potential committee and task force chairs and members.
- The Second Vice President serves as an ex-officio member of all committees except nominating and ethics and professional conduct.
- The Second Vice President recommends the establishment of specific committees and their composition, as needed.
- The Second 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 Second Vice President maintains close contact with committee chairpersons to ensure that all committee charges are followed to completion.
- The Second Vice President prepares a written report for Board meetings and a written annual report for the Annual Membership meeting.
- The Second Vice President prepares annual written recommendations for changes or modifications to the Standard Operating Procedures for approval of the Board of Directors.
- The Second Vice President maintains open communication and promotes cooperation with the PSEA Board of Directors.