



VOLUNTEER POSITION DESCRIPTION

Position Title:	Vice President	Travel Required:	Occasional
Position term:	2 years as Vice President followed by 2 years as President	Reports to:	President and Executive Committee
Anticipated hours/month:	5-15	Required meetings attended per year:	13
Position Description			
<p>OBJECTIVE OF POSITION</p> <p>To lead the Minnesota Society of Arboriculture in accordance with its mission. Oversee Programs and Education Committee. This position is used as an orientation for the future President.</p> <p>ROLES AND RESPONSIBILITIES</p> <p>Executive Role:</p> <ul style="list-style-type: none"> • Assist in carrying out the mission and strategic plan of MSA. • Attend and participate in all Executive Committee meetings (12 per year). • Fulfill Presidential Executive Committee meeting duties when President is unable to attend. <p>Programs and Education Committee Role:</p> <ul style="list-style-type: none"> • Communicate Executive Committee strategic plan and direction to Programs and Education Committee and provide guidance to ensure MSAs mission is being met and that education events meet the needs of MSA members. • Attend a minimum of one Program and Education Committee meeting. • Work with and enable Program and Education Committee Chair as needed. • Maintain regular communication and updates from Committee Chair about program and education events to relay to Executive Board. • Ensure strong communication maintained between committee and Executive Administrator. <p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • All Chairpersons and Executive Committee members are allowed to attend one MSA event per year free of charge 			