

## VICE PRESIDENT DESCRIPTION – EXECUTIVE COMMITTEE

<b>Position Title:</b>	Vice President	<b>Travel Required:</b>	Occasional
<b>Position term:</b>	2 years as Vice President followed by 2 years as President	<b>Reports to:</b>	President
<b>Anticipated hours/month:</b>	5-15	<b>Required meetings attended per year:</b>	15
<b>Position Description (updated 11/7/2019)</b>			
<p>WORK WITH OTHER MEMBERS TO LEAD MINNESOTA'S ARBORICULTURE INDUSTRY THROUGH IDENTIFYING MEMBER NEEDS, COORDINATING WITH AND LEADING OTHER VOLUNTEERS, AND THROUGH BUILDING AND SHARING YOUR KNOWLEDGE AND EXPERTISE. WORK AS A TEAM WITH OTHER EXECUTIVE COMMITTEE MEMBERS TO DISCUSS POLICY, EDUCATION AND OTHER THINGS EFFECTING THE MEMBERSHIP.</p> <p><b>BENEFITS</b></p> <ul style="list-style-type: none"> <li>● Build your professional network statewide and internationally</li> <li>● Strengthen leadership and communication skills</li> <li>● Attend one MSA event per year free of charge and the International Society of Arboriculture Leadership Workshop</li> <li>● Add to your resume through serving in a leadership position</li> <li>● Make decisions that benefit and impact the industry</li> </ul> <p><b>ROLES AND RESPONSIBILITIES</b></p> <p>Executive Role:</p> <ul style="list-style-type: none"> <li>● Participate as an active team in making informed decisions effecting the membership.</li> <li>● Assist in carrying out the mission and strategic plan of MSA.</li> <li>● Attend and participate in Executive Committee meetings (12 per year).</li> <li>● Fulfill Presidential Executive Committee meeting duties when President is unable to attend.</li> </ul> <p>Programs and Education Committee Role:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Attend a minimum of three Program and Education Committee meeting.</li> <li>● Work with and enable Program and Education Committee Chair as needed.</li> <li>● Maintain regular communication and updates from Committee Chair about program and education events to relay to Executive Board.</li> <li>● Ensure strong communication maintained between committee and Executive Administrator.</li> </ul> <p><b>ADDITIONAL NOTES</b></p> <ul style="list-style-type: none"> <li>● All Chairpersons and Executive Committee members are allowed to attend one MSA event per year free of charge</li> </ul>			