

## **Roles and Duties of MCSBA Vice-President**

Be prepared to chair Steering and Executive Committee meetings in the absence of the President.

Chair the annual Budget Committee and report the Committee's conclusions to the Steering and Executive Committees.

The Budget Committee meets in late February or early March and must complete its work prior to the March Steering Committee meeting.

To the degree one can, attend MCSBA programs to become familiar with the scope of the Association's work and to scout potential committee chairs for the following year.

Participate in the evaluation of the Executive Director.

This procedure is described in the MCSBA Practices & Procedures brochure.