



EXECUTIVE WOMEN INTERNATIONAL

BOARD OF DIRECTORS DESCRIPTION 2016-2017

CHAPTER VICE PRESIDENT

The responsibilities of the Vice President:

- Attend each Board and Chapter meeting.
- Perform all the duties of the Chapter President in her absence.
- Oversee and track progress of the Chapter's Strategic Plan.
- Plan special Chapter events.
- Work closely with the Chapter President on plans for the installation meeting.
- Arrange the purchase of the "Past President's Pin" to present to the outgoing Chapter President at the installation meeting.

Once the new Chapter Board has been determined, you will work on finalizing committee appointments for the next year. In addition, you may be responsible for selecting the Installing Officer for the incoming Chapter Board. You should review the [Record Retention Schedule and Disaster Recovery Plan](#).

Once completed, submit the [Corporate Notification of Chapter Officers and Directors](#) form to the Corporate Office.