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***Position Overview: Vice Chair***

**Short Description of Position Duties:**

* The Board Vice Chair is responsible for assisting the Board Chair with any duties delegated from the Chair or in absence of the Chair. This includes but is not limited to the following: run meetings in the Chair’s absence, collect ideas or concerns from other board members to organize and bring to the Chair or present to the rest of the Board. The Board Vice Chair is allowed to hold other positions on the board and encouraged to participate or lead at least one committee.

**Duties:**

* Weekly:
  + Monitor email communication to contribute to Board discussions or task
  + Tasks as necessary to accomplish Section Goals
* Monthly:
  + Attend meetings
  + Fulfil duties of any other Board member who is not able to attend meetings
* Annual:

**Document Templates for this Position:**

* None

**Links to Files or Other Officer files for this position:**

* None

**Online resources Helpful for this position:**

* None

**Resources for all board positions:**

* Officer Group: <https://connection.sae.org/communities/community-home?CommunityKey=35f6f164-8504-48da-922c-f340fd1588a9>
* SAE Webpage: <http://carolina.sae.org>
* SAE Connections Member Group: <https://connection.sae.org/carolina/home>
* Facebook Page: <https://www.facebook.com/SAECarolina/>