

Duties of the Vice President (per AFA NWA Policy Manual)

Vice President

- a. The MEC Vice President shall assist the MEC President in the performance of duties and carry out any assignment as directed by the MEC or the President.
- b. Shall perform the duties of the MEC President in her/his absence.
- c. Shall become Acting President when the office becomes vacant and shall call a meeting of the MEC within sixty days for the purpose of electing a new President.
- d. Will make notes of Motions passed at MEC meetings and notify the people involved as soon as possible.
- e. Will be granted floor privileges at all meetings of the MEC and AFA-CWA Board of Directors, but shall have no vote if not also a LEC President.
- f. Is responsible for maintaining the Rules of Procedure and Policy (**MEC Policy Manual**) as directed by the MEC.
- g. Is responsible for the administration of designated MEC Committees. Yearly, or as required, reviews with each MEC Committee Chairperson will be conducted. The reviews will include the following topics:
 - (1) Budget.
 - (2) Committee Structure and Responsibilities.
 - (3) Evaluation of Competency.
 - (a) Knowledge of their subject.
 - (b) Working relationship with MEC, MEC Officers, local representatives and Company counterpart.
 - (4) Goals
- h. In consultation with the MEC President, the Vice President shall be responsible for the oversight and administration of all MEC educational programs and will coordinate with the Communications/Education Chair on such educational programs.**