

**FIRST VICE PRESIDENT
MID ATLANTIC CHAPTER
INTERNATIONAL EROSION CONTROL ASSOCIATION**

JOB DESCRIPTION

The First Vice President must be duly elected to office by the general membership of MAC-I ECA for a one-year term. The First Vice President must be a current member of I ECA and MAC-I ECA. There is no term limitation provided the above stated criteria are met.

In the event the duly elected President cannot fulfill his/her term, the First Vice President will serve as President. This position is directly responsible for the portfolio of the following committees:

- Bylaws (Ad Hoc)
- Government Relations
- Membership
- Merchandise
- Newsletter
- Promotion and Marketing
- Ways and Means

A person serving in this position should have an in-depth knowledge of MAC-I ECA's mission and have very good communication and excellent leadership and administrative skills. The primary purpose of this position is to directly oversee those tasks associated with the above-mentioned committees.

DUTIES AND RESPONSIBILITIES

The duties and Responsibilities include but are not limited to:

Have an expert knowledge in all activities associated with the committee efforts listed above.

Provides leadership to all assigned committee activities to assure that all efforts are administratively sound and on schedule.

Communicate with all committee chairs prior to each board meeting to discuss committee progress. Serve as the board liaison to all assigned committees.

Participates as a voting member of the MAC-I ECA Board of Directors at all meetings on all association resolutions. Attendance at 75% (minimum) of the meetings is required.

Represents MAC-I ECA at conferences, workshops and expositions either at the request of the president.

FIRST VICE PRESIDENT ... DUTIES AND RESPONSIBILITIES (Continued)

In the event the duly elected President cannot fulfill his/her term the First Vice President is expected to fulfill those responsibilities.

Upholds MAC -IECA's Bylaws.

Assumes and professionally completes any and all tasks assigned by the President.

Exhibits a professional, unbiased attitude when representing MAC -IECA.

January 24, 2001