

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

JOB DESCRIPTION

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

In the event the duly elected President or First Vice President cannot fulfill the President's term, the Second Vice President will assume the President's position. This position is directly responsible for the portfolio of the following committees:

- Annual Conference
- CPESC
- Finance
- Professional Development
- Workshops and Education Forums

A person serving in this position should have an in-depth knowledge of MAC-IECA's mission and have very good communication and excellent leadership and technical 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 and technically sound and on schedule.

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

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

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

In the event the duly elected President or First Vice President cannot fulfill the President's term the Second Vice President is expected to assume the Presidents position.

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

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