



Governance Documents

Vice President Job Description

Bylaws – Article VIII, Section 4

The Vice President shall perform such duties as may be assigned from time to time by the President or the Executive Council. The Vice President, in the absence of the President, shall serve as President, and shall have other duties as may be designated by the Executive Council. The Vice President shall be a member of the Executive Council and, as such, shall be empowered to vote in the decisions of that body.

Specific Duties and Responsibilities

In addition to the bylaws, other duties and responsibilities have evolved during ASCRS' history and are now a traditional part of the Vice President's function.

- 1.1 Similar to all member leaders, the ASCRS Vice President's role requires that he/she:
 - Observes and helps ensure compliance with ASCRS policies, ethics pronouncements and conflict of interest directives.
 - Maintains familiarity with ASCRS' mission, vision, bylaws, strategic plan, services, policies, and programs.
- 1.2 Role-specific duties and responsibilities include the following:
 - In the absence of the President, performs the duties of the President, and when so acting has all the powers and responsibilities of the President.
 - Actively participates on the Executive Council:
 - Reviewing agendas and supporting materials prior to meetings and conference calls.
 - Regularly attending meetings.
 - Actively participating in discussions.
 - Voting on motions.
 - Serves as a member of the Executive Committee and Finance Committee.
 - Serves, as requested, as an ASCRS representative on other organizations' boards, committees, etc. – keeping the Council informed of activities and decisions pertinent to ASCRS.
 - Speaks and/or attends meetings on behalf of the President or the Society, as requested.
 - Visits exhibitors at the ASCRS Annual Scientific Meeting and provides feedback to designated staff.
 - Serves as an ambassador and promoter of ASCRS and its mission with colleagues and with other organizations.
 - Has such other powers and performs such other duties as the President and Executive Council may from time to time prescribe consistent with ASCRS *Bylaws*.



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Term of Office

- 2.1 The term of office is one-year as defined between annual conventions.

Desired Personal and Professional Characteristics

- 3.1 Ability to remove self from personal friendships and loyalties and recognize diversity within the membership base.
- 3.2 Ability to listen, analyze, think strategically and creatively, and work well with people individually and in a group.
- 3.3 Ability to consider multiple viewpoints about controversial issues and to communicate ASCRS' perspective effectively with members and other stakeholders.
- 3.4 Ability to prepare for, attend, and participate in Executive Council and committee meetings (including conference calls), ask questions, take responsibility, follow through on assignments, and evaluate oneself.
- 3.5 Willingness to develop certain skills if one does not possess them, such as understanding financial statements and learning more about the substantive program areas of ASCRS.
- 3.6 Honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; and concern for ASCRS' development.
- 3.7 Ability to identify and evaluate strategic action steps that are specific, measurable, attainable, relevant and time bound.