

## **PV/SB Audubon Vice-President Job Description**

*(Updated January 2013)*

The following provides a description and guidelines for the President of the Chapter. This description comes from the official By-Laws of the Chapter.

The First and Second Vice Presidents shall assist the President to carry out his duties and, in the absence of the President, the First Vice President (and his absence, the Second Vice President) shall, subject to instructions by the BOARD, have the powers and duties of the President, and shall preside at meetings of members and of the BOARD.

*Technical Note: All communication is in electronic format for ease of distribution via email.*