

MNC-PAUMCS Job Description

VICE-PRESIDENT:

The Vice-President shall:

- act in the place of the President when needed;
- become the interim president in case of resignation or death of the President;
- be in charge of planning, purchasing, and presenting recognitions, awards, appreciation, and thank-you gifts, etc. made at the Annual Meeting;
- submit a written report at the Annual Meeting if requested;
- serve on the Executive Committee;
- assist the President as requested.

The Vice-President does not have authority to appoint ad hoc committees or sit ex-officio on committees in the absence of the President per the Bylaws.