



## JOB DESCRIPTION

### **OAMR FIRST VICE PRESIDENT**

#### **RESPONSIBILITIES:**

- A. The First Vice President serves as Chair of the Conference Committee to plan, coordinate, and manage the Annual Conference and Academies (Mid-Year and Annual). The First Vice President also serves as Chair of the Budget Committee.
- B. Works closely with the Conference Subcommittees to ensure that all duties, as outlined in the Conference Planning Manual, are accomplished in a timely manner. Subcommittees of the Conference Committee include:
- \* Education/Speakers/Entertainment
  - \* Facility
  - \* Finance
  - \* Handbook
  - \* Hospitality/Transportation/Publicity
  - \* Registration
  - \* Special Events
  - \* Sponsors
  - \* Vendors
- C. Serves as the primary contact with the Host conference facility personnel on logistics, meal planning, and lodging information.
- D. Schedules Conference Committee meetings and prepares agenda and meeting attachments.
- E. Selects the installing officer for the installation of officers during the Annual Conference banquet.
- F. Works closely with Treasurer to ensure adequate conference and academy registrations.
- G. Monitors all conference-related budget expenditures and recommends adjustments to the Executive Board.
- H. Surveys annual conference members regarding session topics for next year's conference and provide findings to the incoming First Vice President for review and evaluation.

- I. Works with the Treasurer to prepare the budget for the following year, and present to membership for approval at Annual Conference.
- J. Prepares quarterly newsletter articles to update membership on Mid-Year Academy and Annual Conference, including program overviews, lodging and registration costs and details, and conference registration forms.
- K. Provides updated OAMR conference information for the Web page.
- L. Briefs incoming 1<sup>st</sup> Vice President on responsibilities and expectations soon after the Annual Conference.
- M. Acts as President of the Association in the absence of the President and be prepared to represent the Association in the absence of the President.
- N. Attends all Executive Board meetings and OAMR Annual Conference unless previously excused by the President.
- O. Attends and represents OAMR at IIMC Annual Conference.
- P. Represents OAMR at the Annual Conference as a member of the Executive Board.
- Q. Encourages OAMR members to participate in one or more of the Association's committees.
- R. Adheres to the OAMR Code of Ethics.

**QUALIFICATIONS:**

- A. Must be an active member of OAMR in good standing.
- B. Must have served as OAMR Second Vice President prior to taking office.