



JOB DESCRIPTION

OAMR 2ND VICE PRESIDENT

RESPONSIBILITIES

- A. The Second Vice-President shall serve as Chair of the Special Projects/Fund Raising Committee and ensure all Committee duties, as outlined in the Conference Manual, are accomplished in a timely manner. Each year the Special Projects committee will identify and complete a specific item/task which is to be determined by the Chair. The Fund Raising Sub-Committees are as follows, however, they are not limited to those listed:
- * OAMR Store
 - * Region Basket Raffle
 - * Silent Auction
 - * Kathy Walk
 - * Trip Raffle
- B. The Second Vice-President shall solicit quotes from at least two lodging/conference facilities in the region where the conference is scheduled to be held two years in advance. This may be accomplished by working with the Director of the region within which the conference is scheduled to be held. The potential sites must be visited and written quotes secured for presentation to the membership at the annual conference during which the location of the subject conference will be voted on. After the location is selected by vote of the membership, the Second Vice-President shall notify the lodging/conference facility selected by the membership of the acceptance of their proposal, confirm the prices quoted and secure reservations of the block of rooms for anticipated attendees and conference meetings.
- C. The Second Vice-President shall act as First Vice-President of the Association in the absence of the First Vice-President and be prepared to represent the Association in the absence of the both the President and the First Vice-President.
- D. Attend all Executive Board meetings and OAMR Annual Conference unless previously excused by the President.
- E. Represent OAMR at the Annual Conference as a member of the Executive Board.
- F. Provide updated OAMR Store items information for the webpage.
- G. Prepare and submit Special Projects and Fundraising article for each newsletter.
- H. Serve as a member of the Budget Committee.
- I. Adhere to the OAMR Code of Ethics.

CALENDAR

Immediately after Annual Conference:

- Brief incoming OAMR 2nd Vice President and provide notebook with duties and tasks.
- Assist incoming 2nd Vice President with OAMR Store Inventory.

QUALIFICATIONS

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.

TERM

The term for the OAMR 2nd Vice President is a four-year commitment, beginning with one year as 2nd Vice President, and automatically succeeding to the office of 1st Vice President the following year, and then succeeding to the office of President the year after. The fourth year is served as Immediate Past President and Ex Officio member of the OAMR Executive Board.