

Position Title: Vice President

Term of Office: Two (2) year term elected by membership. (In the event that the Presidency is vacated, follow the bylaw policies #7 vacancies.)

Responsibilities:

- I. Serves as chair of the Education committee + conference team (composed of CERPs secretary, Speaker Coordinator, Facilities Coordinator and volunteer OLCA members.)
- II. Direct the activities of the Affiliate in the absence of the President.
- III. May be assigned additional duties by the Board of Directors.
- IV. Coordinates Grant and scholarship applications.
- V. Represents the Board of Directors on the conference planning committee and keeps the President updated on progress.
- VI. Assembles and approves conference planning team.
- VII. Liaison to Ohio Department of Health. Delegate position to others as needed based on qualifications, preferably RN or RD with First Steps and hospital setting experience

Meeting Attendance:

1. Membership meetings
2. Board of Directors meetings
3. Finance Committee meetings
4. Education Committee meetings
5. USBC or USLCA annual meetings