



JOB DESCRIPTION

Vice President & Incoming President – Austin Ad Fed

The responsibilities of the Vice President are:

- Assume the duties of the President in his/her absence
- Serve on the Executive Committee
- Serve as a member of the finance committee
 - Assure fiscal stability of the club
 - Have the power to co-sign checks
- Attend all executive committee meetings, board of directors meetings and finance committee meetings
- Work with President and all board members in preparation for eventually taking over as President of the Austin Ad Fed
- Attend all regular meetings and events of the club
- Oversee specific committees as deemed by club organizational structure