

Northeast Wisconsin Payroll Chapter

Job Title: Vice President	Term Commitment: One Year
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Position Overview

This is an Officer position that will assist the President in running the Chapter. Learn all aspects of the Chapter, become familiar with all Board duties and how the Chapter operates in order to step into the President position the following year and the Past President position the third year. This specific role holds only a 1 year term, however it requires a 3 year commitment to transition into President and Past President.

Essential Job Functions

- Oversee Secretary to ensure minutes are taken, documented and recorded on the website for all regular Chapter meetings and Board meetings
- Approve President's spending and other spending when President is not available
- Run monthly Chapter meetings in the absence of the President
- Chair an election committee for Officer elections in October
- Run the November election meeting
- Review Chapter Bylaws to ensure accuracy
- Assist the President with overseeing any Chapter committees
- Assist the President whenever necessary
- Be active in Chapter member mentoring
- Assist with the planning of the Wisconsin Statewide Conference which is hosted by the Chapter periodically

Chapter Monthly Meeting Job Functions

- Stand in for the President and preside over meetings when President cannot attend
- Coordinate at least one meeting a year as the monthly chapter host

Requirements

- Attend monthly Chapter meetings
- Attend scheduled Board meetings
- Be a member of the local Chapter in good standing
- Be a member of National PAYO in good standing
- Three-year commitment - Must commit to President position the following year and Past President the next year

Other Skills/Abilities

- Must have leadership abilities
- FPC or CPP preferred

Time Commitment

- 3 hours a month not including monthly chapter meetings
- Monthly chapter meeting
- Statewide Conference participation increases time spent

NOTE: This job description is not intended to be all-inclusive. Officer may perform other related duties to meet the ongoing needs of the organization.
