

Richmond Chapter ISCEBS  
Board Position Overview  
Vice President

As the chapter vice president, the incumbent must:

- be a CEBS graduate
- be a member of ISCEBS
- be a member of the chapter.

The Vice President is responsible for supporting the President and standing in for the President when needed at any chapter or board activities during the year. The Vice President should be prepared to assume any of the President's duties when he or she is unable to do so. It is important that the Vice President keep up to date on the chapter's activities so that he or she is able to step in immediately. The position is good training for a potential President. The Vice President is typically considered the President-elect for the chapter (though not always). This provides continuity and allows the president to groom his or her successor.

The Vice President is responsible for:

- applying for CE credits for Full and Half Day sessions
- bringing sign-in sheets to sessions
- enter attendees for CE Credits
- change account name and password from the Past President
- In conjunction with the board, establish the educational initiatives for the year

The Vice President is elected for a term of one year only and cannot succeed himself/herself in the same office.