



### **The ORABA Vice-President: Job Description**

- I. In the absence or disability of the President, the **Vice- President** shall **perform all the duties of the President** and shall, when so acting, have all the powers of, and be subject to all the restrictions upon the President. Roles and Responsibilities include, but are not limited to:
  - a. If the President is unable to preside over a meeting, that responsibility shall fall to the Vice- President.
  - b. The Vice- President shall assist the President in affairs as necessary
  - c. The Vice- President shall serve as Ambassador Committee Chair or Co-Chair, to help oversee the dissemination of Applied Behavior Analysis in the State of Oregon, and to help build a cohesive Community of Care with other practitioners and community members
  - d. The Vice- President can serve on other Committees, and offer input and support as needed
- II. The Vice- President shall be **present at the quarterly meetings, annual conference and other ORABA events** or appoint someone on their behalf. At these events, the Vice- President will monitor the day of preparations, including snacks and beverages, CEU sign-in, and prepare the space with support from the event coordinator.
- III. The Vice- President shall manage all **ORABA Advertisement, Public Posting, and Event Promotion** with support from the secretary, treasurer, fundraising committee chairs and social media manager. Includes but is not limited to:
  - a. Approves all posts and public material created from ORABA Committees before being distributed
  - b. Oversees website and Social Media advertisements for upcoming meetings and events, managed by the social media manager
  - c. Ensures that social media posts are made (by ORABA's social media manager) with board and community events as well as local or national news that is behavior analytic in nature
- IV. General Board Responsibilities: As a board member of ORABA, the Vice-President shares in the general responsibilities of the board including:
  - a. Board members shall be **present at all board meetings**, give advance notice if they cannot attend, and understand that their right to vote is forfeited if not present at the



meeting unless a vote was provided electronically before the conclusion of the meeting.

- b. Board members shall **communicate consistently** with other board members and outside parties by checking and responding to email twice a week, at minimum.
- c. Board members shall **delegate** their tasks if unable to complete them in a thorough and timely manner. The delegate shall be given the original deadline by the delegator and shall complete the task by then. If delegation is not possible and the position responsibilities cannot be fulfilled, the board member will be asked to step down, and a replacement will be found by membership vote.
- d. Board members shall **respect** other board members, committee chairs, advisors, and all ORABA members at all times.
- e. Board members shall share responsibility of **website management** and be trained in the electronic services and website add-ons maintained by ORABA.

- V. The Vice- President shall serve a two-year term and cannot serve consecutive terms. However, at the end of the two-year term, the Vice- President can become a Board Advisor.

(2) The Past Vice- President shall provide expert advice on subjects under discussion. The Past Vice- President may offer assistance to any Committee member, Committee Chair, or Member with any task, required for furthering the mission statement and purpose of the organization. The Past- Vice- President will also offer any salient information to the new Vice-President, in order to ensure consistency in information transmission, and ensure all action items are transferred from the old term to the new term.