

Vice President

Generally:

According to the By-Laws, the vice president shall serve as an ex-officio member of the Membership Committee and perform duties as assigned by the President.

In addition to those set forth above as provided in the By-Laws, the following are guidelines for duties and responsibilities generally attributed to the office of vice president.

FACC Board Meetings:

The vice president should attend all the FACC Board Meetings, as attendance is monitored in accordance with the attendance policy. For a copy of the FACC Attendance Policy, please see the Policies Section contained on the FACC website. The FACC Board Meetings are held during the months of January, April, June, and October. Monthly conference calls are also held as needed. An agenda item should be prepared and provided to the FACC staff prior to each board meeting for agenda packets to be assembled and distributed. This should be provided even if there was no activity.

Manual Review:

The vice president should review the Board of Directors responsibilities (located on the FACC website) pertaining to his/her office each year and forward inconsistencies and recommended changes to the By-Laws/Manual Revisions Committee Chair.

Expenses:

For a copy of expenses covered by the FACC, please see Travel Policy listed in the Policies Section on the FACC website. Any other in-kind time, travel and correspondence of the vice president should be incorporated into the respective City budget.

Responsibilities of vice president:

- Be responsive to membership inquires.
- Assists and carries-out directions/instructions from the president.
- Serves as ex-officio member of the Membership Committee.
- Attends all Board meetings and annual Summer Conference and Academy and Fall Academy; performs any duty designated by the president.
- Work with FACC staff to coordinate the FACC exhibit booth at Florida League of Cities Annual Conference.
- Promotes and encourage articles on professional development, election laws, state laws, national laws that specifically affect cities, and special awards received by city clerks.
- Sends job vacancy notifications to FACC staff for posting to the FACC website and follows up on the status of the vacancy. Sends a follow-up letter to cities that do not require certification in their job descriptions.
- Notify FACC staff and Membership Committee of new potential member as job postings are removed.
- In coordination with FACC staff and the Host Committee chair, send request to local districts (Alachua, Brevard, Broward, Miami Dade, Monroe, Palm Beach, Pasco, Pinellas and Polk) for monetary donations to FACC's Summer Conference and Academy and Fall Academy hospitality suites.
- Participates in and mentors First Year Attendees Class.
- Maintain resumes sent by members "in transition"; supply information that is on hand to local governments seeking to hire city clerks and other positions within the city clerk's office and coordinate this process with the CAPS coordinator.

Suggested Timeline:

June:

- Attend FACC Annual Board Orientation Luncheon meeting held at the end of the Summer Conference and Academy for incoming Board members and Committee Chairs.
- Communicate with Membership Committee Chair to determine assistance needed.
- Include Membership Committee meetings on calendar.
- Begin coordination of FACC exhibit booth at FLC Annual Conference.

July:

- Send letter requesting donations for the Fall Academy Hospitality Suite.

August:

- Coordinate the FACC booth during the Florida League of Cities Conference. Coordinate with FACC Staff to have member's cover the FACC booth during the Florida League of Cities Conference.

September:

- Prepare and submit an activity report board agenda item for October.

October:

- Attend FACC Board Meeting.

December:

- Prepare and submit an activity report board agenda item for January.

January:

- Attend board meeting.

February:

- Send letter requesting monetary donations for the Summer Conference and Academy Hospitality Suite.

March:

- Prepare and submit an activity report board agenda item for April.

April:

- Review submitted budget documentation provided.
- Attend FACC Budget Meeting.
- Attend FACC Board Meeting.

May:

- Prepare and submit an activity report board agenda item for June.

June:

- Attend FACC Final board meeting
- Attend FACC General Membership Meeting at Summer Conference and Academy.