

Vice President

Generally:

The Vice President shall (1) serve as an ex-officio member of the Membership Committee and (2) perform duties as may be 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 president-elect should attend all the FACC Board Meetings, as attendance is monitored in accordance with the attendance policy.

The FACC Board of Directors meets:

- in early May virtually for budget consideration;
- once at the beginning of the annual FACC Summer Conference and Academy;
- once at the annual FACC Fall Academy; and
- virtual meetings as decided by the President.

Responsibilities of Vice President:

- Assists and carries-out directions/instructions from the president.
- Serves as ex-officio member of the Membership Committee.
- Attends all Board meetings, the Summer Conference & Academy, and the 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.
- Sends job vacancy notifications to FACC staff for posting to the FACC website and follows up on the status of the vacancy.
- Participates in and mentors First Year Attendees Class.