Vice President's
Position Responsibilities

Florida Association of Colleges & Employers (FloridaACE)
One-Year Term with a Two-Term Limit
Qualifications: Membership for Two or More Consecutive Years

1. Serves as President Elect (Defined in Constitution).

2. Reports and is responsible to the President and the Executive Board of Directors.

3. Attends all Board of Directors' meetings.

4. Performs duties of the President in the absence of the President (Defined in Constitution).

5. Serves as Conference Committee Chair, (Defined in Constitution) coordinating all phases of conference planning including:

   A. Establishing a projected budget for approval by the Executive Board.
   B. Establishing a conference theme and objectives for Executive Board approval.
   C. Suggesting a conference registration fee to the Executive Board for approval.
   D. Reviewing and approving all conference expenditures including the overseeing of prompt payment by the Treasurer.
   E. Providing leadership and guidance to the Professional Development Director to develop the professional development program of the conference.
   F. Appointing the chairs and members to the following conference subcommittees:

      - Registration   - Entertainment/Recreation
      - Recreation   - Awards
      - Evaluation   - Photography
      - President's Council   - New Member Orientation
      - Exhibitors/Vendors   - AV Technical/Facilities
      - Door Prizes   - Graphic Design/Marketing

   G. Providing each Chair with information needed to guide them through their conference responsibilities.

6. At annual conference (during the Business meeting or the banquet) recognizes and thanks all conference volunteers.

7. Collaborates with the President and Past President to update the archived historical conference data to reflect the current year's conference activities.

8. Assists the President in providing training, as needed, to new Board members within two months of new members' service on the Board.

9. Upholds at all times the policies and procedures of the Association.

10. Performs other duties as assigned.

(Updated 2019)