# VICE-PRESIDENT RESPONSIBILITIES

The Vice-President shall support the President and shall perform all duties required of the office of President, as described under the President Responsibilities, when the President is unable to do so and as requested by the President.

In addition, the Vice-President’s responsibilities shall include:

* Assists the President in the management of Chapter Operations
* Organizes a Strategic Planning session in the 2nd year of her term
* Works closely with the Secretary, Treasurer, and Board of Directors to ensure their responsibilities are met
* Attends and votes at monthly Board Meetings
* Attends large events such as luncheons and special programs (e.g., Leadership Breakfast, Awards Banquet)
* Reviews all draft Chapter communications
* Promotes and encourages growth of the WTS-Boston organization and the involvement of members
* Chairs nomination committee (or designates another if VP is on the ballot) according to Chapter bylaws
* Coordinates head table at luncheons and special projects events
* Promotes the mission of WTS to attract, sustain, connect and advance women’s careers to strengthen the transportation industry

According to the WTS-Boston Bylaws, the person holding the position of Vice President shall, unless the individual declines the nomination, automatically become the candidate for President on the ballot. The person holding the office of President shall automatically become the Immediate Past President without the need for a ballot vote.