

## **Job Description**

### **Executive Committee: *Vice President***

#### **Background and Purpose of role**

The Executive Committee (EC) shall be composed of a President, Vice President, Secretary and Treasurer each of whom is solely authorized to represent SESAM. In addition, there will be either an Immediate Past President or President Elect in a non-voting advisory capacity.

#### **A. Duties and Responsibilities**

##### **1. General**

- a. Attends Annual Retreat of SESAM Leadership prior to SESAM Annual Meeting.
- b. Attends EC Monthly Teleconferences and quarterly Face to Face Meetings.
- c. Contributes to establishing SESAM Strategic Plan.
- d. Plan SESAM's activities established by the Bylaws and following the policy guidelines adopted by the General Assembly.
- e. Contributes to SESAM operational matters as required.
- f. Implement the resolutions taken by the Members' Assembly

##### **2. Society Leadership**

- a. Provides strategic Leadership with President for EC and Society.
- b. Assists and supports the President and EC as needed
- c. Works in partnership with the EC to achieve the SESAM mission.
- d. Empowered to represent SESAM for legal purposes.
- e. Make fiscal decisions, in collaboration with EC members, relating to a single purpose for up to 2000 Euros. Fiscal decisions relating to a single purpose for more than 2000 Euros require approval from the General Assembly.
- f. Chair EC Meetings and Annual Retreat in absence the President.

##### **3. General Assembly**

- a. Supports procedures.

##### **4. Specific to SESAM Annual Meeting (SAM)**

- a. Maintain strategic oversight of Scientific Content of SESAM Annual meetings.

#### **B. Reporting**

Reports to President and membership in the General Assembly.



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**C. Term of Office**

Elected by the General Assembly to serve a term of 2 years. They may be re-elected for one further term.

If VP resigns from his/her post before the end of his/her term, he/she shall be re-placed by a suitable candidate identified by the other EC Members. This person will remain in office until the next General Assembly during which his/her appointment may be ratified.

If an VP resigns membership from the SESAM society, the member automatically steps down from office in the Executive Committee.

**D. Benefits**

The VP shall work in an honorary capacity and only be reimbursed for their actual costs and expenses. In addition, the cost of travel expenses (economy class) / accommodation / registration fee for SESAM Annual Meeting will be covered by SESAM to allow execution of official functions before and during the Annual Meeting.