

# TEXTILE SOCIETY *of* AMERICA

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## Vice President

**Tenure:** The TSA Vice President (VP) serves in this capacity for two years after which he or she steps into the position of TSA President for a subsequent two-year term. This is followed by another two-year term as Past President with full voting rights on the Board.

**Job description:** The Vice President is an officer of the Society and serves on the Executive Committee. The VP is expected to attend all TSA Board meetings, engage in all Board dialogue and decision-making, vote on TSA motions as required, and consult with and assist the President in whatever way he or she can. In addition, the VP uses the two years to learn about the inner workings of the organization as preparation for his/her subsequent role as President. This is an opportunity to identify areas of strength within the organization and as well as identifying areas that require further development, and to contribute to activities and strategic planning to achieve and develop TSA's mission and long range goals.

### **Specific responsibilities:**

- The VP should familiarize him/herself with the organization's structure, history, and current initiatives, so as to be able to take over if the President is absent, incapacitated, or otherwise unable to preside. In the event that the President cannot lead the Board of Directors meeting, the Vice President or immediate Past President will preside.
- The VP serves as a Chair of at least one committee, which should be identified in consultation with the President.
- The VP oversees the revision and editing of the Board of Directors Handbook with the support of all of the Board members and the Executive Director, bringing it up-to-date to reflect decisions taken at Board meetings, interim decisions, and actual practice.
- The VP should identify Board members who have potential to serve in the future as an officer (especially next VP) and encourage TSA members to serve as members of the Board.