

## NHLTA JOB DESCRIPTIONS

### VICE PRESIDENT

#### **Purpose:**

The Vice President acts in the place of the President when the President is absent or unable to serve, and assists as necessary.

#### **Specific Responsibilities:**

- Serve as a member of the Executive Committee.
- Confer with the president in regard to appointments, agenda, etc.
- Perform such duties as assigned by the President.
- In the event of absence or withdrawal of the President assume the duties and obligations of the President.