**STATE VICE PRESIDENT**

**POSITION DESPCRIPTION**

Mission: To perform the duties of the President in his/her absence and provide additional administrative leadership to BCH.

Why:

1. To provide continuity in the administration of BCH.
2. To assist the President in a leadership role in BCH.

Position Duties:

1. Assume the duties of the President in the absence of the President.
2. Chair all, Membership, Executive Committee and BCH Board meetings in the absence of the President.
3. At the President’s discretion, act in the place of the President in all matters of BCH.
4. Assist the President in the general administration of BCH as needed.
5. Document activities and assist in training and mentoring of a replacement before the replacement assumes the duties.