VICE-CHAIR

Responsible to: Chair and DAI

Job Description:

- Preside over Executive Committee meetings in the absence of the Chair
- Assume the role of Chair in the event of the Chair's inability to complete a responsibility or term
- Consult with Work Group Chairs, as needed
- Perform other duties as directed by the Chair

Time Commitment:

- Approximately 1-2 hours per month
- Attend Executive Committee meetings and other DAI meetings and events
- One-year availability for Vice Chair, plus one year as Chair and one year as Past Chair

Qualifications:

- Ascribe to DAI mission, goals and bylaws
- Possess strong leadership and organizational skills
- Proficient in Microsoft Office and general computer skills
- Be familiar with or willing to learn principles of parliamentary procedure (if required)