

# AMERICAN THEATRE ORGAN SOCIETY (ATOS)

## JOB DESCRIPTION

### VICE-CHAIRMAN OF THE BOARD

1. The Vice-Chairman of the Board assists, as required by the Chairman of the Board, in the general supervision and direction of the business and affairs of the Society. The Vice-Chairman ensures that the Chairman is kept up to date on the status of assigned activities and seeks guidance when appropriate.
2. Responds to inquiries from members or refers to an appropriate person for further handling.
3. Serves on assigned committees as chair or member.
4. Attends Board of Directors meetings.
5. Performs the duties of the Chairman in the event of the Chairman's absence or disability, and in so acting shall have all the powers of the Chairman.
6. Performs any other duties as assigned by the Chairman or Board of Directors.
7. Receives requests for new Chapters.
8. Seeks projects to assist the Chairman of the Board
9. Create and maintain milestone schedule/calendar
10. Maintains the "masthead" for the Journal with name and address changes of Board members, Staff, and Committee chairs, as necessary. Provides the updated information to the Editor for publication every other month.
11. Maintains/updates ATOS Job Descriptions / responsibilities.
12. Issues and maintains all contracts and agreements required by the Society including but not limited to those of the Journal Editor, Executive Secretary, Conventions, and Chapter Charter Agreements. Forwards copies or the original of contracts and agreements to the Archive/Library, as necessary.
13. Coordinates with and provides information to the Web Site Manager or person responsible for establishing "atos.org" addresses for member correspondence and publication in the Journal.
14. Serves on the Executive Committee along with the other Officers for the conduct of business of the organization.
15. Coordinates with and provides information on new and retiring board members to appropriate board and staff members to allow for appropriate email, journal, and web updates. Responsible for email policy follow through.