



## **ROLES AND RESPONSIBILITIES – SECOND VICE PRESIDENT**

The Board of Directors of the American Society of Professional Estimators (ASPE) provides vision and oversight for the Society. The Board of Directors reports to the membership of the Society.

The Second Vice President is an elected officer and serves a two-year term on the Board. Qualifications of the Second Vice President include the following.

- Must be a member in good standing of the American Society of Professional Estimators (ASPE) and abide by the Code of Conduct
- Must be willing to complete responsibilities listed

Responsibilities of the Second Vice President:

- Recognize, support, and serve as an ambassador of the Core Purpose and Values of ASPE
- Serve on the Governance Committee
- Serve on the Strategic Planning Committee
- Serve on the Finance Committee
- Oversee activities of and liaise with the Technical Committees (Standards, Certification, and Education)
- Oversee activities of and liaise with the Bylaws Committee
- Assume the duties of the First Vice President if that officer is unable or unwilling to act
- Actively participate and attend Board Meetings and Board conference calls understanding that an unexcused absence will be cause for removal from the Board. No more than two excused absences in a calendar year will be accepted without specific approval of the President
- Complete quarterly written reports
- Complete assigned tasks within assigned timeframes

Length of Term:

- Two-year term

I have read and understand the terms of the ASPE Second Vice President's Roles and Responsibilities. I am committed to fulfilling these duties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_