

# ADMINISTRATIVE PROCEDURE 102

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## VICE PRESIDENT

### Background

To define the role of the Vice President to ensure that the business of the STAA is accomplished.

### Guidelines and Procedures

1. The duties of the Vice President are outlined in STAA Bylaw Article 4, Section 6.
2. The Vice President shall assist the President as required.
3. The Vice President will assist in setting agendas for each meeting.
4. The Vice President must be prepared to act as President in his/her absence.
5. The Vice President must be prepared to carry out all other duties deemed necessary by the President.

Reference:

Approved: January 2018

Review: January 2020