



Central New Mexico Intergroup

Job Title:	Vice Chair	Job Category:	CNMI Board*
Abstinence requirement:	6 months current abstinence		
Term of Office:	2 years – elected in odd years		

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Job Description

ROLE AND RESPONSIBILITIES

The role of Vice chair is to support the Chair in various ways - specifically:

- serves in the absence of the Chair
- Assists the Chair whenever needed
- May attend all committee meetings with the exception of the Nominating Committee, unless they are an appointed member of that committee
- Reviews the newsletter and website to confirm that traditions are honored
- Oversees the distribution, maintenance, and updating of the CNMI job description files
- Prepares and submits a budget request when prompted by the CMNI Treasure

PREFERRED SKILLS

The best candidate for this service position is dependable, available, and flexible.

ADDITIONAL NOTES

The Vice chair is in the enviable position of having few regular and time-consuming duties so that they may be willing to take on short term or special projects that arise through the year.

*See CNMI bylaws, Article IV for more information about the CNMI Board and CNMI Policy Manual, Article ___ for Board member qualifications and duties