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Western Organic Dairy Producers Alliance

Second Vice-President Job Description

SUMMARY: The Second Vice-President is elected by the WODPA membership at the annual meeting for 2 year terms in even years. The Second Vice-President is a voting member of the Board of Directors (Board). The Board is the legal authority for WODPA. The Second Vice-President performs such duties as are necessary to the satisfactory conduct of the office and the affairs of the Corporation.

ACCOUNTABILITY: The Second Vice-President acts in a position of trust for the western organic dairy community and is accountable to the members.

Primary Responsibilities:

- 1. Serve in the absence or in the event of incapacity of the President and Vice-President.
- 2. Accede to the vice-presidency in the event that a permanent vacancy in the vice-presidency arises.
- 3. Familiarize self with the activities and positions of WODPA.
- 4. Adhere to general duties outlined in the Board Member Job Description.
- 5. Perform such duties as may be assigned by the President or by the Board.
- 6. Represent WODPA, at the request of the President, to other organizations, the media, and the public at large.

Additional Responsibilities:

- 1. Assist the President as appropriate.
- 2. Serve on appointive committees.
- 3. Review the Second Vice-President's job description annually and, as necessary, recommend changes to the Board.