



Job Descriptions

STC Manitoba Information Line: (204) 954-0011

Vice President

A voting position.

Also see *Basic Responsibilities of All* and the Position Description for *President*.

Main Duties

The main responsibility of this position is to act as a support for the President, taking care of the President's responsibilities for the chapter should it become necessary.

Specific responsibilities

**Time
required**

Act as the executive contact for the High School Competition Coordinator and Education Coordinator.

On an as-needed basis:

- coordinate special projects
- act as the executive contact for project suggestions from non-voting chapter members

Establish or maintain regular communication with the President and Past President.

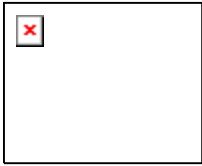
Tasks by month

**May
(incoming)**

**June–
August**

**September–
April**

October



Job Descriptions

Vice President

Tasks by month

November

December

January

February

March

April

May
(outgoing)

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