

WCBR Residents' Association First Vice President - Position Description

- Serve as Acting President when required
- Participate as a member of the RA Executive Board meetings
- Participate in RA Officers' meetings
- Participate in RA general meeting
 - Name/title holders and revisions
 - Special presentations
 - Assist Committee Chairs prepare PowerPoint (bullet) slides and oral presentations (three or four Chairs for each meeting)
- Serve as RA Committee liaison (minimum two committees per year)
 - Oral reports for Executive Board
- Organize Resident portion of luncheons with WCBR Trustees
 - Coordinate with Administration
 -
- Provide RA assistance to WCBR HR for annual Associates Recognition Event
- Additional RA duties as needed and when opportunities arise
- Additional RA duties of special interest to First VP
-
- Support Administration when requested

*

RAEB Approved, Oct 24, 2018