

ILLINOIS ACADEMY OF FAMILY PHYSICIANS

POSITION TITLE: Second Vice President

BASIC FUNCTION: Assists the First Vice President in preparing for and executing the business of the annual business meeting and preparing the presentation of action items to the board from Committees and task forces.

DUTIES:

1. Serves as a voting member of the Executive Committee and attends all meetings of the board of directors.
2. Aids the First Vice President when requested to do so.
3. May serve as official representative of the Academy to other groups when requested to do so by the president.
4. Participates in a periodic review of organizational performance and effectiveness, including an annual review of the executive vice president's performance