

POSITION TITLE: First Vice President

Responsibilities:

1. Performs all duties and responsibilities listed in the [Board of Director's job description](#).
2. Prepares for, executes the business of, and presides over the annual business meeting.
3. Serves as a voting member of the Executive Committee and attends all meetings of the board of directors.
4. May serve as official representative of the Academy to other groups when requested to do so by the president.
5. Participates in a periodic review of organizational performance and effectiveness.

General Duties:

- **Duty of Care** — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgment while doing so.
- **Duty of Loyalty** — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- **Duty of Obedience** — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

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