

## WAUPACA COUNTY HCE

**Title:** Vice Center Chair Job Description

**Purpose:** Assist the Center Chair in Duties

**Responsibilities:**

1. Serve as voting member of the Executive Board.
2. In absence of the Center Chair, serve as contact person in your center.
3. In absence of the Center Chair, serve as Chair of special events as designated in county schedule.
4. Assist Center Chair in planning, organizing, and hosting annual Fall/Spring County meetings.
5. Communicate with Center Chair on activities and events happening in your center.
6. Assist the Center Chair in preparing flyers, articles, and other media to promote activities your center is hosting.
7. Serve on Scholarship Selection Committee.
8. Find your own replacement for the Vice Center Chair position.

**Qualifications:**

1. Knowledge of WAHCE and local organization.
2. Leadership ability.

**Term:** Two years (renewable)

**Time Commitment:**

1. Attend monthly Executive Board meetings and annual Spring and Fall meetings.  
Encourage attendance at District and State meetings.
2. Attend committee meetings as necessary.
3. Attend scholarship selection meetings.