**Student Section Vice President**

**Purpose:** The student section vice president assists the section president in providing direction and support to the section to create a meaningful and high-quality experience for section members.

**Key Responsibilities:**

* Support the student section president in providing direction to the section that is consistent with the section bylaws, as well as ASSP’s mission and vision statements, goals and code of professional conduct.
* Work with student section president and executive committee to develop and execute strategic activities related to succession planning and section sustainability
* Serve as acting president in absence of the section president (see student section president position description), including representing the president as requested
* Assist with planning and attend section executive committee and general membership meetings
* Supervise the activities of section committees as agreed upon
* Perform other duties as agreed upon with the student section president or executive committee

**Support:**

* Transition meeting with outgoing student section vice president
* Additional support available from faculty advisor, student section president and ASSE Student Services

**Benefits:**

* Opportunity to develop transferrable leadership and strategic planning skills
* Opportunity to begin growing professional networks

**Time Commitment:**

* Term of office: Minimum 1 year, July 1 - June 30
* Average hours per month: Up to 10 to 15 hours

**Qualifications:**

* Must be an ASSP student member in good standing
* Helpful to have or be willing to develop strong leadership and project management skills
* Must have or be willing to develop an understanding of section and ASSP structure and strategic direction
* Ability to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

* Work with student section president and executive committee to develop and execute an annual plan for the section
* Assist in the distribution of information from ASSP
* Support the section’s succession planning efforts through volunteer recruitment, delegation and mentoring
* Ensure orderly transition and transfer of all duties and records to succeeding vice president