

## **Duties of the MSCA Vice President**

### **General Statement**

The Vice President of the MSCA serves as the representative and spokesperson for the MSCA in the absence of the President or other circumstances as determined by the Board of Directors.

### **Specific Duties**

1. The MSCA Vice President carries out the responsibilities of the office of the president of the MSCA, as designated by the President or in his/her absence as provided in Robert's Rules of Order.
2. The MSCA Vice President carries out the assignments of the President or the Board of Directors which may include, but are not limited to:
  - a. chairing the Constitution and Bylaws Committee.
  - b. coordinating the Legislative Committee and legislative aims of the MSCA, along with letter-writing and lobbying efforts at both the state and national levels.
  - c. acting as liaison to MTA and NEA.
  - d. other duties as designated by the President.