California Professional Communications Human Resource Task Force

Vice-chair

The Vice-chair’s duties and responsibilities include, but are not limited to, the following:

* Assist the Chair in carrying out the Committee’s Terms of Reference
* Shall be a member of APCO in the full membership category
* Assist the Chair with matters between meetings
* Serve in the absence of the Chair and perform all duties of the Chair in their absence or inability to act. When so acting, the Vice-chair shall have the powers of and be subject to all restrictions placed upon the Chair
* Serve as liaison to Team Leaders as appointed by the Chair
* Assist the Chair in identifying and managing the process for renewal of the Committee through recruitment of new members
* Communicate regularly with the Chair, Team Leaders and Team members
* Guide, coach and assign duties as necessary
* Assist the Chair with representation at special forums, conferences and speaking engagements