

Vice Chairperson Duties and Tasks

Vice Chairperson Overview-

The Vice Chairperson assumes the responsibilities of the Chairperson when necessary or as delegated. Acts in the absence of the Chairperson, is resource person and maintains files of all Community policies and the Bylaws. Performs other duties as delegated and assigned. He/she also is an Ex-Officio member of Chrysalis and Face to Face boards and is the Communications Coordinator for board changes and dates for walks.

Vice Chair Staffing

Vice Chairperson- (1) Member of the Emmaus Board of Directors. Serves for one year.

Vice Chair General Tasks

- Runs Emmaus board meetings when needed and assumes responsibility of tasks as delegated.
- Attends Chrysalis and Face to Face board meetings.
- Maintains files of all Community policies and Bylaws. Check for changes with the Upper Room concerning the Walk to Emmaus movements and weekend.

Communications and Coordination:

- Inform website person of Board changes and dates for walks.
- Keep Information specific to our community on the Upper Room Website updated. (see instructions on how to access it) This site is used for ordering, finding Walk information for the closing talk you give on Sunday, and for updating information.
- Check the Upper Room website for updates to the 3 Day schedule or Upper Room Handbook.
- Have Walk dates posted on Upper Room Ministry Manager website.
- Have Community information updated in the Ministry Manager website.
- Work with Camp to set dates for Walks (one year in advance).

Updated by Kerrie Zeuch 9/1/23