

VRLTA LEADERSHIP OBLIGATIONS & RESPONSIBILITIES

Component President

The duties and responsibilities of the Component President include but are not limited to the following:

- ✓ Attends all in person Board of Directors Meetings (January in-person & Fall in-person meetings) according to the agenda established by the President & VRLTA Staff
- ✓ Attends all virtual Executive Committee meetings monthly, virtual Board meeting (Summer), statewide events (January Day on the Hill & Fall Membership meeting) and local chapter events as schedules permit
- ✓ Representing the Component Association at any statewide or virtual meetings
- ✓ Working with VRLTA staff to coordinate the bi-annual Component Meeting (January Day on the Hill & Fall Membership meeting) agendas that will further the goals and objectives of VRLTA
- ✓ Keeping the VRLTA state office informed of Component initiatives and opportunities for VRLTA support
- ✓ Exercising leadership to encourage the engagement of board members, local and statewide membership & future VRLTA prospects
- ✓ Establishing and carrying out goals for the Component Association in cooperation with the VRLTA Board of Directors and VRLTA staff
- ✓ Actively participating in the growth and sustainability of VRLTA overall including both our PAC and Foundation initiatives
- ✓ Component President will serve on the VRLTA State Board
- ✓ Component President will have VRLTA Board of Directors voting rights
- ✓ Component President is voted on during the Fall Component Meeting and announced as voted upon during the Fall Board of Director meeting
- ✓ Component President term limit is 2 years

Component Vice President

The duties and responsibilities of the Component Vice President include but are not limited to the following:

- ✓ Attends all in person Board of Directors Meetings & Component meetings (January in-person & Fall in-person meetings) according to the agenda established by the President & VRLTA Staff
- ✓ Attends all virtual Board meetings (Summer), statewide events (January Day on the Hill & Fall Membership meeting) and local chapter events as schedules permit
- ✓ In the absence of the Component President or the inability of the Component President to act, the Vice President takes their duties.



- ✓ Keeping the VRLTA state office informed of Component initiatives and opportunities for VRLTA support
- ✓ Exercising leadership to encourage the engagement of board members, local and statewide membership & future VRLTA prospects
- ✓ Establishing and carrying out goals for the Component Association in cooperation with the VRLTA Board of Directors and VRLTA staff
- ✓ Actively participating in the growth and sustainability of VRLTA overall including both our PAC and Foundation initiatives
- ✓ Conducting special assignments as directed by the Component President
- ✓ The Chapter Vice President reports directly to the Component President
- ✓ Component Vice President is voted on during the Fall Component Meeting and announced as voted upon during the Fall Board of Director meeting
- ✓ Component Vice President term limit is 2 years

Directors at Large

The duties and responsibilities of Directors at Large include but are not limited to the following:

- ✓ Presiding at all in person Board of Directors Meetings (January in-person & Fall in-person meetings) according to the agenda established by the President & VRLTA Staff
- ✓ Attends all virtual Board meetings (Summer), statewide events (January Day on the Hill & Fall Membership meeting) and local chapter events as schedules permit
- ✓ Keeping the VRLTA state office informed of Component initiatives and opportunities for VRLTA support
- ✓ Exercising leadership to encourage the engagement of board members, local and statewide membership & future VRLTA prospects
- ✓ Establishing and carrying out goals for the Component Association in cooperation with the VRLTA Board of Directors and VRLTA staff
- ✓ Actively participating in the growth and sustainability of VRLTA overall including both our PAC and Foundation initiatives
- ✓ Director at Large will serve on the VRLTA State Board
- ✓ Director at Large will have VRLTA Board of Directors voting rights
- ✓ Directors at Large are voted on during the Fall Membership Meeting and announced as voted upon during the Fall Board of Director meeting
- ✓ Directors at Large term limit is 2 years



CHAPTER BOARD MEMBER OBLIGATIONS & RESPONSIBILITIES

Chapter President

The duties and responsibilities of the Chapter President include but are not limited to the following:

- ✓ Providing representation for the entire chapter membership and the best interests of the association
- ✓ Exercising leadership to encourage the engagement of board members, local and statewide membership & future VRLTA prospects.
- ✓ Presiding at all virtual & in person meetings of the chapter board according to the agenda established by the President & VRLTA Staff
- ✓ Attends all chapter events and assists VRLTA staff in executing event goals as needed.
- ✓ Keeping the VRLTA state office informed of local chapter initiatives and opportunities for VRLTA support.
- ✓ Working with VRLTA staff to present to the chapter board the basic policies that will further the goals and objectives of both the chapter and VRLTA.
- ✓ Establishing and carrying out goals for the chapter in cooperation with the chapter board and VRLTA staff
- ✓ Actively participating in the growth and sustainability of the overall Chapter
- ✓ Representing the chapter at any statewide or virtual meetings of the Chapter Presidents
- ✓ Chapter President will serve on the VRLTA State Board

Chapter Vice President

The duties and responsibilities of the Chapter Vice President include but are not limited to the following:

- ✓ Attending all virtual & in person meetings of the chapter board
- ✓ Attending all chapter events and assisting VRLTA staff if Chapter President is absent.
- ✓ In the absence of the Chapter President or the inability of the Chapter President to act, the Vice President takes their duties.
- ✓ Exercising leadership to encourage the engagement of board members, local and statewide membership & future VRLTA prospects.
- ✓ Keeping the VRLTA state office informed of local chapter initiatives and opportunities for VRLTA support.
- ✓ Establishing and carrying out goals for the chapter in cooperation with the chapter board and VRLTA staff
- ✓ Actively participating in the growth and sustainability of the overall Chapter
- ✓ Conducting special assignments as directed by the Chapter President
- ✓ The Chapter Vice President reports directly to the Chapter President



Chapter Board Member

The duties and responsibilities of Chapter Board Members include but are not limited to the following:

- ✓ Attending all virtual & in person meetings of the chapter board
- ✓ Attending all chapter events and assisting VRLTA staff if needed
- ✓ Exercising leadership to encourage the engagement of board members, local and statewide membership & future VRLTA prospects
- ✓ Keeping the VRLTA state office informed of local chapter initiatives and opportunities for VRLTA support
- ✓ Actively participating in the growth and sustainability of the overall Chapter



GOVERNMENT AFFAIRS COMMITTEE MEMBER RESPONSIBILITIES

The duties and responsibilities of Government Affairs Committee include but are not limited to the following:

- ✓ Attend virtual meetings of the Government Affairs Committee as well as the in-person meeting to update the Legislative Priorities
- ✓ Attend the monthly and weekly Government Affairs update calls throughout the year
- ✓ Contribute in some way to VRLTA PAC or the VRLTA Advocacy Fund, be that by donation of funds or in-kind donations like auction items or volunteering
- ✓ Representing the Government Affairs Committee in and around your local VRLTA Chapter
- ✓ Attend or organize at least one meeting or back-of-house tour per year for you and other area members to meet with your elected officials, ideally at both the local and the state levels.

