



## Job Description: Vice President

April 10, 2024

The Tire Society  
301 Concourse Blvd, Suite 210  
Glen Allen, VA 23059  
[www.tiresociety.org](http://www.tiresociety.org)  
Phone: 785-865-9403, Email: [tst.ks@kwglobal.com](mailto:tst.ks@kwglobal.com)

### Who:

- Tire Society Member
  - Officer of the Society
- Elected by: membership
- Ideally:
  - Experience as an Executive Committee Member at Large and/or Secretary
  - Resident of Ohio to be Statutory Agent of the Corporation to the State
  - Runs for President at conclusion of term
- Reports to: President
- Length of Term: 2 years

### Mission:

Assist the President in directing the business operation and the long-term planning of the Tire Society to provide value to members and to produce compelling conferences with high quality presentations and sufficient papers to support the Journal of Tire Science and Technology. Develop ways of advancing the Society and improving its value to its members.

**Constitutional Responsibilities:** With other Tire Society officers, legal responsibility for the operation of the Tire Society. Schedule and lead Executive Committee meetings.

### Duties of Officer: Bylaws Article I, Section 4

The Vice President shall assist the President in the performance of his duties. In the event of the absence of the President or his inability to serve, the Vice President shall act in his stead. He shall perform such other duties as are assigned to him by the President or by the Executive Committee.

### Specific Responsibilities:

- Assume Presidency if President becomes unable to serve
- Lead Executive Committee Meetings when the President is absent
- Learn Tire Society operation to facilitate transition to President in the following term
- Chair the Executive Advisory Board
  - Schedule and run 2-4 Board meetings per year. Report minutes to Executive Committee.
  - Primary Executive Committee liaison for Advisory Board members
- Secondary public voice of the Tire Society
- Recruit of new members and volunteers
- Work for the continuity and long-term growth of the Tire Society
- Lead special projects (e.g., contract negotiation) as assigned by the President or Executive Committee

### During the Conference:

- Organize and run the Executive Advisory Board Meeting, report minutes to Executive Committee.