



# Central PA

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## Operations Vice President

The Operations Vice President works with the President to manage the every day operations of internal affairs of the chapter, and the future growth of the Board. This Vice President helps to oversee, support and work with internally facing positions (such as, but not limited to: Secretary, Treasurer, Web, Programming and Communications Chairs), guiding them to completing their goals, and duties, as well as planning for Board succession and retention.

### Duties Include:

- Supports board members in event planning, communication & execution;
- Helps onboard and train new board members;
- Works with Chairs to ensure smooth operations of their committees;
- Helps to facilitate issues between board members/committee members/etc.;
- Attends President call when President is unable;
- Steps in to fill Presidential duties, when needed;
- Supports and encourages community participation by the Board (i.e. attending non-AIGA events, speaking about AIGA service on the blog, at talks, etc.);
- Documents, and organizes chapter processes, documents and plans;
- Assists the President in Retreat Planning.