

NEW MEXICO CONSORTIUM OF CAREER EDUCATORS AND EMPLOYERS
Job Description

JOB TITLE: Vice President/President Elect, Executive Board Member

COMPENSATION: None

ELIGIBILITY REQUIREMENTS:

- Must be a current member of NMC²E² in good standing and maintain membership and standing throughout term of office.
- Must have and continue to have no conflict of interest, as outlined in the NMC²E² Operating Guidelines, throughout term of office.

SUMMARY:

Serve a three (3) year term of office, following the calendar year. The term of office shall begin at the close of the December meeting. The first year of office shall be served as Vice President/President Elect, the second year as President, and third year as Immediate Past President with all inherent duties as described in the appropriate job descriptions. Follow and uphold the NMC²E² mission; to facilitate personal and professional growth, career development, cooperation, and collaboration among employers and members of the educational community of New Mexico. Support the Consortium's goals; Pursue collaborative efforts to promote career awareness and developmental activities. Promote experience-based learning. Assist employers in attracting, identifying, and hiring qualified candidates. Support efforts to develop a highly qualified and motivated workforce. Serve as a resource for members and potential members through networking, consultation, research and training. Facilitate professional growth of the membership. Maintain liaison efforts with other professional associations for advocacy and professional development opportunities.

DUTIES AND RESPONSIBILITIES:

1. Use the first year of office to learn the duties of all Board Members, the Operating Guidelines and Bylaws, including legal obligations.
2. Act as steward to the organization's assets, following the State of New Mexico's Guide to Board Members of Nonprofit Charitable Organizations, listed in Appendix A of the Operating Guidelines. Ensure the NMC²E²'s resources and efforts are focused on our mission and our goals (above in summary).
3. Place name and signature on all of NMC²E²'s financial accounts and be available to be one of two signatures for any purchases pre-approved by voting members or by two or more members of the Executive Board.
4. Read and sign an agreement to abide by the Conflict of Interest Policy in Appendix B of the Operating Guidelines.

5. In the absence of the President, take up and perform the duties of the President. If the President becomes unable to complete his or her term of office, the Vice President will immediately assume the Presidency and continue as President through the following year.
6. Assist in scheduling and attend four general, meetings per year, along with any Special Meetings, which may be called according to Bylaws Article VIII, Section 1B.
7. Collaborate with Executive Board members to prepare an annual budget to be approved by the membership.
8. Perform any other duties requested by the president, executive board and membership.