AWC Vice-President
Roles and Responsibilities

This document is intended to provide an overview of the responsibilities of the AWC Vice-President and to identify key activities requiring the President's participation during the Presidential term of office.

1. Overview of the Role of the AWC Vice-President

General Duties	The AWC Vice-President is the "second in command" of the AWC Board of Directors and the AWC Executive Committee. The Vice-President assumes the duties of the AWC President, in his or her absence. The Vice-President also serves as the vice-chair of the AWC Employee Benefit Trust Board of Directors.
Chair, AWC State and Federal Policy Committee	The Vice President serves as the Chair of the AWC State and Federal Policy Committee. This Committee is responsible for drafting the AWC Statement of Policy for consideration and approval by the delegates at the AWC Annual Conference.
Chair, AWC Long Term Advocacy Committee	The Vice President serves as the Chair of the AWC Long Term Advocacy Committee. This Committee is responsible for identifying critical and specific long term advocacy goals.
Serve on the AWC Legislative Committee	The AWC Vice President serves on the AWC Legislative Committee. This committee makes recommendations to the AWC Board regarding legislative priorities for the upcoming session. The Executive Committee, plus other Board members, serves on this committee. Exact numbers are determined by member interest, issues and other factors.
Serve on the AWC Board Legislative Steering Committee	The AWC Vice President, along with the other members of the Executive Committee, serves on the Board Legislative Committee. The purpose of this committee is to provide ongoing policy direction to the AWC legislative staff during the legislative session.
Serve on the AWC Executive/Budget Committee	The Executive Committee is comprised of the AWC President, Vice President, Secretary, Immediate Past President and Past President. The Executive committee is responsible for evaluating the performance of the Chief Executive Officer and also serves as the AWC Budget Committee.

2. Vice Presidential Year at a Glance

Following is a general schedule[1] of meetings, events and activities that require attendance or the participation of the AWC Vice President. Many of the event dates are set well in advance. Others are generally discretionary and can be set to accommodate the Vice President's personal calendar.

Month	Meeting/Event/Activity	Purpose	Notes
June	Election to Office	The Vice President assumes official duties following election to the position of Vice President by the AWC membership at the AWC Business Meeting.	This meeting is held in conjunction with the AWC Annual Conference and typically either the second or third week of June each year.
June	AWC Board of Directors Meeting	First AWC Board meeting as the Vice President	This meeting occurs on the last day of the Annual Conference. The purpose of the meeting is to welcome any newly elected Board members, honor any departing board members, elect the Board Secretary. Other agenda items may be added as appropriate.
June	Board of Directors Training	CEO conducts training for new board members and incumbents as they choose.	This meeting occurs on the last day of the Annual Conference, following the AWC Board Meeting above. The purpose of the meeting is to train new, and incumbent, board members on their roles and responsibilities as a board member.
July	President/Vice President Training	In depth review of AWC operations.	This meeting occurs at the AWC office in Olympia. Exact date is set to accommodate the President, Vice President and CEO schedules.
July or August	AWC Board or Employee Benefits Trust Board Retreat	In certain years, the AWC Board and the Employee Benefits Trust Board holds a retreat to discuss issues of strategic importance.	These meetings are typically held in the SeaTac area.
Sept. – Oct.	Legislative Priorities Committee Meeting	The purpose of this meeting is to determine list of legislative priorities for the Board to discuss and adopt at their September or October meeting.	This is the first of three meetings of the entire Committee.
Sept. – Oct.	AWC Board of Directors Meeting	Fall meeting of the AWC Board of Directors	Typically the meeting agenda will include discussion on legislative priorities.

[1] See the AWC Board of Directors Calendar for exact dates in any given year.

Month	Meeting/Event/Activity	Purpose	Notes
Sept. – Oct.	AWC Regional Meetings	Annually, the Association conducts a series of regional meetings around the state. This is an organized opportunity for city officials to come together for the purpose of discussing a variety of issues from a city specific and regional perspective.	The Vice President generally attends the meeting in his/her district but may attend others as well.
Nov.	Legislative Priorities Committee Meeting	The purpose of this meeting is to affirm and adjust as needed, the final list of legislative priorities for the Board to discuss at their December meeting.	This is the second of two meetings of the entire Committee. This meeting is conducted on site, typically at a SeaTac area hotel.
Nov.	Executive Committee Meeting	The purpose of this meeting of the AWC Executive Committee is to sit as the AWC Budget Committee and to discuss and review the proposed AWC budget with the CEO and other AWC Staff.	This meeting usually follows the November meeting of the AWC Legislative Committee, held earlier in the day.
Nov. Or Dec.	National League of Cities Annual Conference	AWC pays for the President, Vice President and Secretary to attend this conference. AWC typically co-hosts a reception with the Oregon League of Cities.	This conference is generally held on a Wednesday through Saturday. The Vice President should plan on traveling the Tuesday before and Sunday following the conference.
Dec.	AWC Board of Directors Meeting	Meeting of the AWC Board of Directors	Typically the meeting agenda will include discussion on final proposed legislative priorities and on the upcoming year's budget.
January Or February	AWC Executive Committee Meeting	Meeting of the AWC Executive Committee to discuss the process and/or changes to the CEO evaluation method for the year.	This meeting is held on the same day as the AWC Board meeting.
January Or February	AWC Board of Directors Meeting	Meeting of the AWC Board of Directors	This meeting is held the day before the City Legislative Conference. Typically the meeting agenda is primarily legislative in nature.
January Or February	Appointment of the State and Federal Policy Committee, if necessary	The AWC President appoints the members of the State and Federal Policy Committee. This Committee is responsible for drafting the AWC Statement of Policy for consideration and approval by the delegates at the AWC Annual Conference.	The Vice President serves as the Chair of the AWC State and Federal Policy Committee. Meets at least once every 6 years.
January Or February	City Action Days Conference	The annual conference of city officials to learn about and directly advocate legislative issues.	The Vice President presides at the meeting, as well as represents the Association in meetings with key legislators, and others.
January through the end of the annual Legislative session	Board Legislative Steering Committee meetings.	This committee provides ongoing policy direction to the AWC Legislative staff during the legislative session.	Board Legislative Steering Committee meetings are held via conference call, as frequently as once per week during the Legislative Session.
January	Testimony During the Legislative Session	The AWC Vice President is occasionally asked to fill in for the AWC President as the	AWC staff typically prepares either formal or "bullet" format

through the end of the annual Legislative session – as needed		spokesperson for the Association on certain key AWC issues before the Legislature.	testimony, whichever best fits the need.
March	National League of Cities Congressional Cities Conference	AWC pays for the President and Vice President to attend this conference. AWC typically hosts a reception, including a legislative briefing.	This conference generally held on a Saturday through Wednesday. The Vice President should plan on traveling the Friday before and Thursday following the conference.
April/May	State and Federal Policy Committee meetings.	This Committee is responsible for drafting the AWC Statement of Policy for consideration and approval by the delegates at the AWC Annual Conference. First meeting in April. If necessary, a second meeting is held in May.	The Vice President serves as the Chair of the AWC State and Federal Policy Committee. Meets at least once every 6 years.
May	Appointment of the AWC Legislative Priorities Committee	The AWC President, in consultation with the Vice-President, appoints the members of the Legislative Priorities Committee. This committee makes recommendations to the AWC Board regarding legislative priorities for the upcoming session. AWC staff assists with the solicitation of members interested in serving on this committee.	Legislative Priorities Committee assignments are for two years commencing in the "EVEN" numbered years. In the "ODD" numbered years, the member composition is confirmed and replacement appointments made, if necessary.
May	CEO Evaluation Process Begins	The AWC President communicates with the Executive Committee regarding the annual CEO Evaluation process	The process typically begins around the first of the month
June	CEO Evaluation Process	The AWC President compiles CEO evaluations from the Executive Committee regarding the annual CEO Evaluation process	Typically done by a week in advance of the June meeting.
June	AWC Executive Committee Meeting	Meeting of the AWC Executive Committee to discuss the CEO evaluation.	This meeting is held prior to the AWC Board meeting.
June	AWC Board of Directors Meeting	Meeting of the AWC Board of Directors	This meeting is held the day before the AWC Annual Conference in June and is the last meeting as AWC Vice President.
June	AWC Annual Meeting	The AWC annual conference of city officials.	The Vice President participates in several meetings and events during the annual conference, including the Annual Business meeting.
June	AWC Board of Directors Meeting	First AWC Board meeting as the President. Turn to the document titled "AWC President Roles and Responsibilities"	This meeting occurs on the last day of the Annual Conference. The purpose of the meeting is welcome any newly elected Board members, honor any departing board members, and elect the Board Secretary. Other agenda items may be added as appropriate.

June	Legislative Priorities Committee Meeting	The President chairs this Committee and serves as the presider. The purpose of this meeting is to begin discussion of the list of legislative priorities for consideration in the coming legislative year.	This is the first meeting of the entire Committee. This meeting is conducted in conjunction with the annual conference.
As Needed	Meetings with the Governor, other State officials, WSAC Executive Leadership and others.	From time to time, meetings will be scheduled with the AWC Executive Committee and the Governor, other state officials, with the executive leadership of the WSAC and others.	AWC staff will coordinate with the vice president on scheduling of these meetings as the need arises.