



Vice President

Position Description

The AMUG Vice President is elected by the AMUG members and serves on the Board of Directors as an Officer for two years. The Vice President works in partnership with the Director, Sponsors & Exhibitors to communicate, coordinate and manage the Sponsors and Exhibitors for the annual AMUG Conference.

Primary responsibilities of the Vice President include, but are not limited to:

- In the absence of the President, the Vice President assumes the duties of the President as outlined in the AMUG Bylaws and AMUG Policy, Procedure and Governance Manual.
- Assists the President and contributes to the long-term vision of the organization.
- Develop and coordinate a forum for users and vendors/sponsors/exhibitors to develop applications and best practices of AM user community.
- Responsible for acquiring, maintaining, and managing sponsors and exhibitors for the annual User Group Conference.
- Qualify sponsors and exhibitors, in tandem with the Director, Sponsors & Exhibitors, that support the education and advancement of additive manufacturing technologies used in a professional industrial environment.
- Serve with the Director, Sponsors & Exhibitors as the fundamental contact for AMUG Sponsors and Exhibitors to answer questions and address concerns in a timely manner.
- Works with Director, Education & Conference to understand the objectives of the AMUG agenda at the conference to build a collaborative effort with sponsors.
- Works with the Director, Education & Conference to facilitate a forum for vendors to develop applications and best practices of AM equipment, AM materials, ancillary equipment/processes, and complementary software.
- Facilitate sharing of practices and techniques to be used by the membership by collaborating with the Director, Sponsors & Exhibitors to ensure the attendees, sponsors and exhibitors extract as much value as possible from the AMUGexpo.
- Collaborate with Diamond/Platinum sponsors to develop their participation at the conference through training and speaking sessions, and the AMUGexpo.
- Provide AMUG Newsletter content as required.
- Provide Sponsor and Exhibitor updates and reports to the Board of Directors.
- Committee Participation:
 - Co-Chairs the Sponsor and Exhibitor Committee with the Director, Sponsors & Exhibitors;
 - Board liaison for the Volunteer Committee;
 - Serves on Executive Committee as an Officer of the Corporation;
 - Serves on the Agenda and Program Committee;
 - Interfaces with other committees as necessary.

Expectations

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Attend AMUG Board of Directors meetings.
- Attend AMUG Committee Chair meetings.
- Arrive the Friday before the AMUG Conference
- Attend the annual AMUG Conference.
- Attend the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- Assist in transition of duties to the Vice President-elect.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

Time Commitment (minimum)

- Board of Director meetings – 1 hour @ 2/month
- Committee Chair meeting – 1 hour/month
- Annual Board meeting – up to 4 days/year (Travel required)
- Attend Annual AMUG Conference from Friday to Friday to work the event.
- Committee meetings - Chairs one committee, liaison to one committee, serves on two committees, meeting frequency as needed to meet objectives.
- Note: Meetings will generate action items that will require additional time

Term

- Vice President position is a minimum of two years.



VICE PRESIDENT JOB DESCRIPTION

AMUG Board of Directors

- No limitation on the number of terms.

Qualification

AMUG Member in good standing as outlined in the AMUG Bylaws, Article 12, Members.

No position, except the Treasurer, may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment. In addition, the Treasurer and Director at Large may not be from the same company or affiliate due to financial responsibilities.

Experience

Demonstrated active support of AMUG's mission, philosophy, objectives and purpose.

Vice President position does not provide an automatic ascension to the President or any Board of Director position.

Revision History

Amended 10/20/2022, AMUG Board of Directors

Amended 07/20/2023, AMUG Board of Directors

Amended 11/25/2024, AMUG Board of Directors