

## **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 supports the President and Executive Board in advancing AMUG's mission, vision, objectives, and purposes as outlined in the AMUG Bylaws.

The Vice President provides organizational leadership and continuity across the Board of Directors, volunteer committees, and Operations Team. The role focuses on strategic planning and oversight, supporting volunteer leadership, contributing to key sponsorship and partnership decisions, and representing AMUG within the additive manufacturing community.

### **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 and strategy of the organization.
- Participate in strategic annual planning to ensure AMUG's programs, sponsorships, and partnerships advance its mission.
- Partners with the President, Executive Board, and Operations Manager to oversee progress on AMUG's strategic plan and ensure initiatives remain aligned with organization priorities and resources.
- Represent AMUG at industry events as needed and when available, serving as an executive ambassador to members, sponsors, and partners.
- Engage in high-value or escalated sponsor and exhibitor discussions in coordination with the President, Director Sponsors & Exhibitors and Sales and Account Manager to review and approve contracts and partnerships.
- Provide executive-level perspective, continuity, and leadership presence to support and encourage AMUG's committee leaders and members
- Participate in governance, policy, and organizational discussions that strengthen AMUG's structure, accountability, and long-term success.
- Provide updates and reports to the Board of Directors as needed
- Qualify and recommend 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.
- Provide AMUG Newsletter content as required.
- Committee Participation:
  - Board liaison for the Volunteer Committee;
  - Serves on Executive Committee as an Officer of the Corporation;
  - Serves on Collaboration Committee;
  - Serves on Governance Committee;
  - Serves on Sponsor and Exhibitor 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 meetings – 1 hour @5/month
- Executive level strategy, collaboration, partnerships and sponsorship planning, reporting, and support - 5-8 hours/month
- Annual Board meeting – 4 days/year (Travel required)
- Attend Annual AMUG Conference from Friday to Friday (8 days) to support the event.
- Committee meetings - Liaison to one committee, serves on four 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.