



## VICE PRESIDENT GUIDELINES

1. Assist Nominating Committee Chairman in developing a work plan for the process of electing new Officers.
2. Conduct Board meetings and Association meetings in the President's absence.
3. Review, update and make any necessary enhancements to the VHIMA website with the help of the Web Master (refer to other State's websites for ideas).
4. Secure that website is done in a timely manner (refer to Web Master Guidelines)

Reviewed: 09/29/94  
Revised: 08/22/97  
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