



## **POSITION DESCRIPTION MINNESOTA EMPLOYEE RELOCATION**

**Title: Co-Vice President**

**Objective:** To provide service and leadership for the membership of the organization, supporting the organizational goals of (1) providing forums for the open exchange of information; (2) education; (3) encourage cooperation; and (4) support the professional network; (5) enhance member communication and management via the MERC Web site.

**Term:** Two Years

### **RESPONSIBILITIES:**

- Oversees continued development of the MERC web site
- Back up for President
- Annual Conference Co. Chairperson, including:
  - Organize and supervise committee activity
  - Conduct monthly committee meetings
  - Work closely with sub-committee chairs
  - Liaison with key individuals such as hotel personnel, MERC Treasurer, and suppliers
  - Provide updated mailing information for database
  - Manage budget for the Annual Conference
  - Maintain historical information on the Annual Conference
- Attend Executive Board Meetings
- Prepare successor for office

### **QUALIFICATIONS:**

- Corporate or Service member, in good standing with prior Annual Conference experience, preferred and a general knowledge of MERC Website and utilities.