

## **Pancreatobiliary Pathology Society (PBPS)**

### **Vice President**

#### **Standard Operating Procedure (SOP)**

- (1) The term for Vice President is 2 years.
- (2) If approved by the membership, the Vice President then becomes President.
- (3) Process for new Vice President election: Nominations for Vice President that are generated from the Society membership including the Executive Committee are given full consideration. The final candidate selected by the Executive Committee will then be voted on by membership.

#### **Responsibilities of the Vice President**

- (1) Executes the PBPS bylaws and actively maintains this SOP by updating it as duties change.
- (2) Is a member of the Executive Committee and participates in the conference calls and meetings.
- (3) Solicits and generates agenda topics for the Executive Committee to keep the Society progressively moving forward.
- (4) Schedules regular meetings (conference calls) throughout the year.
- (5) Gains insight into the responsibilities of the President.
- (6) Assists the President in his/her duties, as needed.
- (7) Assumes the duties of the President, if the President is unable to perform his/her duties.