

**JOB DESCRIPTION:**

**OREGON EMPLOYER COUNCIL  
STATE VICE PRESIDENT  
(Area 2)**

\_\_\_\_\_ (Printed Name)

**RESPONSIBILITIES:**

- Assists the state president in the direction of the Oregon Employer Council in accordance with its bylaws.
- When necessary, represents the state president in his/her absence.
- Works with local Employment Department offices and local OEC councils to provide assistance and leadership in providing publicity, support and leadership for local OEC program.
- Attends all quarterly and annual OEC meetings and when funding available, attend the UWC conference, alternating with other executive officers.
- Chairs subcommittees as deemed necessary.
- Two-year term of office. Election in odd years; term begins January 1 of the following year.

This position requires a dedication and commitment to the Oregon Employment Department and its programs as well as all other employers in the state.

Time commitment varies with activities of the state and local committees and can be as little as 2 hours per month to a maximum of 24 hours per month.

The Vice President should be an active member of a local committee.

If for any reason the Vice President cannot attend meetings as scheduled, a local committee chair shall be summoned.

Term of office is from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
OEC Vice President

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
OEC President

\_\_\_\_\_  
OEC State Coordinator