

Officer Duties/Responsibilities

PRESIDENT (Executive Board)

It is the duty of the President to preside at meetings, including but not limited to the Collegiate VMEA Business Meetings and VMEA Planning Sessions, represent the organization, uphold the principles of the constitution, and appoint members to committees approved by the Executive Committee. In addition, the President is responsible for contacting collegiate chapter advisors to ensure that chapters are well informed of all VMEA Collegiate activities. The President shall also organize and assist in creating projects in which the state chapter wishes to participate.

SECRETARY (Executive Board)

It is the duty of the Secretary to prepare letters to speakers for the annual VMEA Conference, log the minutes of all organizational meetings and activities of the Executive Committee. It is also the responsibility of the Secretary to correspond with region chairs and distribute a quarterly newsletter to Advisory Board region chairs and active chapter presidents.

REGION REPRESENTATIVES (Advisory Board)

It is the duty of the Advisory Board Region Representatives to communicate with each school within their region. The Advisory Board will increase chapter visibility and participation within the leadership structure that is currently in place. In addition, Advisory Board members will serve as a liaison within their region to the CoVMEA Executive Board. The Advisory Board will assist the Executive Board regarding any aspect of CoVMEA. Region Representatives should expect to attend monthly CoVMEA meetings to discuss state events, conference planning, and more.

Region Chairs will be selected during the Collegiate Business Meeting at the annual VMEA Professional Development Conference on a nomination basis from the floor. Each region will meet briefly and nominate a region chair and will announce the results of their decision.

Please see the table below for the outline of each region.

CoVMEA Regions		
Northern Region	Southern Region	Western Region
Bridgewater College	Christopher Newport University	Emory and Henry College
Eastern Mennonite University	Hampton University	Liberty University
George Mason University	Longwood University	Lynchburg College
James Madison University	Norfolk State University	Radford University
Mary Baldwin College	Old Dominion University	UVA College at Wise
NOVA Woodbridge	Virginia Commonwealth University	Virginia Tech
Shenandoah Conservatory	Virginia State University	