

# MABAS (Mutual Aid Box Alarm System)-Illinois

## Elected MABAS Committee / Executive Board Position Description

<b>Position Title:</b> 2 <sup>nd</sup> Vice President	<b>Effective Date:</b> 8/15/2007	<b>Revised:</b> 10/21/2016
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<b>Position Term:</b> 3 years (See MABAS-IL Bylaws as adopted 10/16/19)
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### **Duties and Responsibilities:**

- Reports to the President and acts in their capacity when needed.
- Acts as MABAS divisions point-of-contact for Executive Boards.
- Provides guidance and advocacy for MABAS divisions and their issues.
- Coordinates MABAS divisions Executive Boards contact list.
- Monitors committees, work groups, liaisons by assisting the 1<sup>st</sup> Vice President as required.
- Coordinates authorized MABAS division Executive Board representative list in accordance with Bylaws.
- Has signature authority on MABAS checks and accounts.
- Speaks on matters of MABAS policy with guidance from MABAS President.
- Comply and govern in accordance with spirit and intent of MABAS-IL Bylaws currently in effect.