

**ASSISTANT VICE PRESIDENT RECRUITMENT  
OFFICER RESPONSIBILITY SHEET**

- \_\_\_\_\_ Serve as the assistant to the VP Recruitment as necessary.
- \_\_\_\_\_ Serve as a member of the Recruitment committee.
- \_\_\_\_\_ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- \_\_\_\_\_ Train your successor.
- \_\_\_\_\_ Report to your committee chair (VP Recruitment) regularly.