|  |
| --- |
| **Job Title: Vice President** |
| **Reports to: Board Chair** |

**Position Overview:** Serves in support role to Board Chair/President. Chairs Board or committee meetings as requested by Board President. Member of the Board. Works collaboratively with Board Chair to support strategic plan. Participates actively on Association Board projects.

**Other Skills/Abilities**

* Strong leadership skills
* Knowledge of Robert’s Rules
* Facilitation skill
* Proficient in business management
* Good verbal and writing skills
* Basic Accounting & Finance

**Samples of Job Functions for use in Primary or Secondary Sections as appropriate:**

* Regularly attends Board meetings and important related meetings
* Makes serious commitment to participate actively in Board work
* Volunteers for and willingly accepts assignments and completes them thoroughly and on time
* Stays informed about Board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
* Gets to know other Board members and builds a collegial working relationship that contributes to consensus
* Is an active participant in the Board’s annual evaluation and planning activities
* Works collaboratively with President for identification of strategic needs
* Participates in Board work to ensure appropriate policy and governance compliance
* Prepares as chair-elect
* Addresses the membership at Association functions as needed
* Contributing writer for Association communications and newsletters as appropriate
* Secondary signatory for distribution of Association Funds
* Communicates with PPAI, other regional associations and other industry providers as appropriate
* Sets tone for the committee work
* Ensures that members have the information needed to do their jobs
* Oversees the logistics of Committee's operations
* Reports to the full Board on Committee's decisions/recommendations
* Works closely with the Executive Director as agreed to by the President
* Assigns work to the Committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
* Initiates and leads the annual Committee evaluations