

# **VICE PRESIDENT OF THE BOARD**

## **PURPOSE**

The vice-president of the board is a “president-in-training.” He/she becomes president in the event the board president resigns or the position of president otherwise becomes vacant. He/she then serves the former president’s unexpired term, as well as the full term to which s/he was elected.

## **DUTIES AND RESPONSIBILITIES**

- Attend all board meetings.
- Work closely with the board president to become familiar with the duties and responsibilities of the board president’s position.
- Assume the office of the board president when the current president’s term expires.
- Serve on the executive committee.
- Chair at least one important committee.
- Works closely with the administrator and/or the board president.
- Performs duties of the board president when s/he is unavailable.
- Reports to the board president.
- Performs other responsibilities as assigned by the board.