

Friends of Grafton Lakes State Park Policy

Policy Number:	2019.03.31.002
Policy Name:	Position Description - Officers – Vice President
Originally Issued:	2/5/2016
Revisions:	3/31/2019
Reports to:	President

Position Description **Vice President**

The Vice President acts as the President and chair of the Board in her or his absence, and assists the President on the above or other specified duties. The Vice President is frequently assigned to a special area of responsibility such as membership development, communication, or events and activities. In order to fulfill these responsibilities, the Vice President is expected to and must:

- Be ascend to the position of Acting President and fulfill all duties of that office when the President is no longer able to fulfill that position, until the next available vote
- Preside over board meetings when President is unable to attend, and convene the meeting as required of that office.
- Assists the president with special projects
- Accepts delegated responsibilities, both to balance the workload and as preparation for leadership
- Maintain and administer the By-Laws of the organization
- Serve as volunteer coordinator in the absence of anyone appointed to that position.
- Organize the annual members meeting and dinner, in coordination with the President and in consultation with the other Board members

The Vice President may also be asked to perform additional duties, such as serving as the organizational member liaison or social media coordinator; planning and overseeing specific events and activities.