

# **JOB DESCRIPTION**

## **Vice-President Silver Beach Improvement Association**

### **SBIA Bylaws Direction**

The executive officers of the Association shall consist of a president, vice president, a secretary, who shall be a clerk of the Association, a financial secretary, and a treasurer. In the absence, disability or at the direction of the President, the Vice-President shall assume all the powers of the office and perform all the duties of the President.

### **Accountability**

The Vice-President serves and is accountable to the Executive Officers of the Association.

### **Term of Office**

One-year term or until his or her successor is elected.

### **Responsibility**

The Vice-President is responsible for serving under the President. The Vice-President has fiduciary duties and a duty of loyalty to the Association. No action taken by the Vice-President may benefit them at the detriment of the Association and harming the Association with a conflict of interest.

### **Duties**

In addition to the duties of every Board Member, the Vice-President is responsible for:

- Training for the President's position when the President completes his/her term.
- Assuming all the powers of the office and perform all the duties of the President in their absence, disability or at the direction of the President.
- Performing other duties which the President may be authorized to do by the Board of Directors.
- Report at the Annual Meeting of yearly activities.
- Additional duties as required.

## **Qualifications**

The Vice-President must have:

- A commitment to, and a clear understanding of the mission of the Association.
- Knowledge of meeting procedures, governance policies and bylaws of the Association.
- Sufficient time to devote to his/her primary duties.