



JOB DESCRIPTION

ELECTED POSITION: VICE PRESIDENT

(REVISED OCTOBER 2014)

GOAL OF POSITION:

- ◆ To advise and assist the President of the Forest Heights Community Association (FHCA) and perform the duties of the President on request or in the absence of that officer.
- ◆ In the event that the President's office becomes vacant, the Vice-President shall assume the President's office and discharge the President's duties for the remainder of that term.

RESPONSIBILITIES:

- To abide by the FHCA Constitution and Policies and Procedures.
- To act as an alternate contact person to the President.
- To consult, assist and work closely with the President.
- To participate in Executive Officer Meetings (as applicable) and Board Meetings.
- To provide direction, input, and/or fill in as chair (as needed) for any meetings or committees.
- Have signing authority for the FHCA.
- To be familiar with FHCA activities.
- Provide orientation and support to the incoming Vice President.
- Assist in recruiting people to fill vacant Board positions.
 - Assist as needed with interviews of potential volunteers.

REPORTS TO:

Forest Heights Community Association Board of Directors