

*Please note...this job description was donated to the National Ski Council Federation and downloaded from their website at [www.SkiFederation.org](http://www.SkiFederation.org). Other clubs and councils may use it as a template to develop their own job description. Please remove all references to another club or council, and replace them as appropriate for your organization.*

#### VICE PRESIDENT JOB DESCRIPTION

- 1) To assist the president in all presidential duties.
- 2) In the absence of the president - to assume the presidential role in presiding over the general meetings and the board meetings.
- 3) To be the sole trustee of the by-laws and the policy and procedure manual.
- 4) To be the trustee of all club property and to keep a current club inventory list.
- 5) To have one vote on the board of directors.
- 6) To attend all general and board meetings.
- 7) To fulfill all duties as assigned by the president.
- 8) To be current on all club procedures.
- 9) To be familiar with all club events and activities.
- 10) To co-sign checks and be held responsible for all checks authorized.
- 11) To set up monthly board meetings and inform all members of the location.
- 12) To run, or delegate someone to run the annual slave auction as a fund raiser for the club.
- 13) To run, or delegate someone to run the annual board election.

#### VICE PRESIDENT - PROPERTY RESPONSIBLE FOR...

- 1) complete set of by-laws and the constitution;
- 2) complete inventory list;
- 3) policy and procedure manual;
- 4) all club forms;