



VICE PRESIDENT/PRESIDENT JOB DESCRIPTION

Vice President Job Description (first year of term)

- Attend Monthly Board Meetings (minimum 80%)
 - Full voting member on board decisions
 - Runs meetings in president's absence
 - Sets monthly agenda with president
- Leads special projects as assigned by the board or president
- Uses tenure as VP to prepare for year as president

President Job Description (second year of term)

- Attend Monthly Board Meetings (minimum 80%)
 - Full voting member on board decisions
 - Presides at all meetings
 - Set monthly agenda
- Annual Member Meeting
 - Sets agenda
 - Act as moderator
- Active in all aspects of club happenings including but not limited to:
 - Committee activities
 - Staffing
 - Pool management
 - Capital Improvements
 - Finances
- Special Skills required:
 - Good communicator/leader (must be comfortable talking to people and addressing potential conflicts)
 - Willingness to make the time commitment required.
 - Desire to make a difference at the club!