

## **JOB DESCRIPTION - *VICE PRESIDENT***

### **RESPONSIBILITIES**

- Work with other Board officers to ensure the organization's financial well-being
- Assist president, as needed, to oversee all business operations and ensure compliance with Bylaws, Policies & Procedures, and applicable law.
- Assist president, as needed, to enter into business agreements on behalf of the Club in compliance with Bylaws, Policies & Procedures, and applicable law.
- In the absence of the president, establish agenda and lead meetings of the Board and Executive Committee.
- Serve as the secondary representative of the Club to other dance organizations.
- Remain informed of local, regional, and national swing dance activities.
- Conduct Club business between meetings and report relevant activity back to the Board.
- Foster volunteerism to facilitate filling any open positions.
- In the absence of the president, make sure announcements are made at Club Dances about Club activities & other dance events, as needed.
- Be a signatory on the Club's bank account(s).

### **SPECIAL SKILLS REQUIRED**

- Good communication skills.
- Ability to facilitate meetings and promote teamwork.
- Strong organizational skills.

### **BENEFITS**

- Play an active role in setting the direction of the Club.
- Increase awareness of the impact of the organization's decisions on the community.
- Accomplish group goals that exceed the abilities of an individual.
- Work with individuals of diverse backgrounds.
- Expand knowledge of group dynamics and relationships.
- Build relationships with other dancers.
- Develop leadership and decision-making skills.
- Receive recognition in the local and national swing dance community.

**If you want more information about this position, please contact a former Vice President:**

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