

Vice-President (Officer) Job Description

- Reports to the President, Board of Trustees
- Reviews, consults the Governing Documents to make administrative decisions, advises the President regarding obligations and requirements for the SRCA President
- Performs any or all duties of President in the event of President's absence
- Studies, discusses, votes on Board of Trustee Motions
- Discusses, offers opinions, edits, writes decisions for the SRCA President at their request in order to fulfill the requirements as President
- Performs specific responsibilities assigned by the President
- Oversees and reports status of projects and committees to the President
- Reviews and approves contracts, orders, and documents on behalf of the Association
- Reports votes to the Board of Trustees and SRCA Members
- Provides information to the SRCA through website Admin for community publication
- Maintains Succession File