

DIABLO NUMISMATIC SOCIETY
JOB DESCRIPTION FOR THE POSITION OF

VICE PRESIDENT

General Responsibilities

The Vice President is a voting member of the Board of Directors, reports to the President, and is considered the Vice Chair for the conduct of Board meetings. In the absence of the President, the Vice President will call and chair Board meetings and other club activities. The number one job of the VP is to support the President in being the best President possible. The VP's knowledge of the Club's activities mirrors that of the President. The VP must be prepared, at all times, to assume the role of the President, as well as to assume the role of spokesperson for the Club when called upon. The VP participates closely with the President in the development of budgets, committees, programs, and special projects. The President may delegate special assignments to the VP in order to carry out the Board's directives and to accomplish the Club's mission and goals. As with the President, the Vice President has a fiduciary responsibility to the Club and to its members for its financial and operational success.

Organizational Leadership

Working with the Board of Directors and the President, the Vice President assists in the planning, development, and enforcement of policies and objectives for the organization to ensure it maintains its values and meets established goals. Financial status and internal operational issues are considered confidential and are not to be divulged to outside individuals or groups unless compelled by legal requirements. The VP should be a mentor to members and volunteers. The VP is expected to choose from among a list of interchangeable collateral duties and may develop public awareness initiatives that inform the public about the Club's community outreach programs and events, and ensure the Club is visible to the community and to those interested in assisting it.

Reporting

The Vice President shall assist the President in keeping the membership at large informed of the status of programs or projects.