



JVOA Position Description:

Vice President

Role and Responsibilities

The Vice President acts in place of the President in the event of the President's absence, inability, or refusal to act, and shall exercise powers and discharge duties at the direction of the Board.

Term of Office

The Vice President of the association is a Board Director and holds the position for the term of one year. Each year, after Board elections are held, the new Board determines who will hold which position for the following year.

Specific Responsibilities

- Respond to communications from community members
- In the absence of the President:
 - Preside over all Board Meetings
 - Sign contracts with service providers
 - Co-sign all checks in conjunction with the Chief Financial Officer
 - Schedule yearly election process with the Inspector of Elections
 - Schedule yearly backflow testing
- Perform other duties as assigned by the Board

Desired Skills

- Excellent communication skills, both written and oral
- Highly organized
- Customer service-oriented
- Committed to the best interests of the community as a whole
- Calm judgement
- Computer skills: Microsoft Excel, Word, e-mail, scanning documents, and texting.