



MOUNTAIN EMBER TEAM BOARD OF DIRECTORS

JOB DESCRIPTION: VICE PRESIDENT

The Vice President is a voting member of the MET Board of Directors and acts as the President in his or her absence. He or she helps plan, develop, and enforce policies and objectives to ensure that the Board maintains its mission statement and achieves its established goals. The Vice President works closely with the President to carry out the vision and directives of the board and may be asked to take on special areas of responsibility. He/she serves a two year term as a Board member with no limit to number of reelections. Officers are selected annually at the first meeting of the Board following the Annual Meeting.

The Vice President is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

ANNUAL MEETING

- The Vice President presides at the Annual Meeting in the absence of, or request of, the President.

MEETINGS OF THE BOARD OF DIRECTORS

- The Vice President presides at meetings of the board in the absence of, or request of, the President.
- He or she ensures that board actions are made via a clearly stated motion, a second, an opportunity for further discussion, and a vote to record ayes, nays, and abstentions.
- The Vice President facilitates discussion at board meetings to ensure that all members have the opportunity to voice opinions.

FUND RAISING

In addition to membership dues, the MET also relies upon donations from the community and individuals interested in the MET'S success. The Vice President works closely with the President to create the public awareness that will ensure the organization's visibility and also make known its specific needs. This may include enlisting volunteers to serve on a fund raising committee, coordinating fundraisers, community events and other programs.

SPOKESPERSON

The Vice President serves with the President in representing the board and the MET organization at community meetings and events, making public appearances as required, and interfacing with the media.

COMMITTEE CHAIR

The Vice President often assumes a role as chair of an important MET committee.

The Vice President performs other duties assigned to him or her by the board, by the President, or as prescribed in the MET Bylaws.