

**FRIENDS OF FLORIDA STATE PARKS  
JOB DESCRIPTION**

**JOB TITLE:** VICE PRESIDENT

**TERM:** Two years

**PURPOSE:** The Vice President is a "president-in-training." He/she becomes president, if elected, in the event the board president resigns or the position of president otherwise becomes vacant. He/she then serves the former president's unexpired term, as well as the full term he/she was elected to.

**REQUIREMENTS:** Is a voting member of the Board in good standing as defined in bylaws.

**RESPONSIBILITIES:** Presides at board meetings in the president's absence and may serve as a committee chairperson as appointed by the president.

Attend all board meetings.

Work closely with the board president to become familiar with the duties and responsibilities of the board president's position.

Assume the office of the board president, if elected, when the current president's term expires.

Serve on the executive committee.

Chair at least one important committee.

Develop rapport and a positive working relationship with the President and staff.

If elected, fills the unexpired term of a board president who resigns or otherwise moves off of the Board.

**TIME REQUIRED:** Attendance at Board meetings as required to deliver reports plus any other time deemed necessary to execute the responsibilities of the position.

**RESPONSIBLE TO:** The Vice President is accountable to the Board of Directors or Members as specified in the bylaws.

**BENEFITS:** Recognition of key role performance.