

# MISSION SOCCER CLUB

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## Vice President

### Job Description and Expectations

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of MSC so as to support the organization's mission and needs.

#### Major responsibilities:

- Provide organizational leadership and advisement for all programs
- If the president is unable to fulfill his/her position for any reason, the vice president becomes directly responsible for fulfilling the duties of the President
- Preside at the meeting or represent MSC at other events in the president's absence or as required.
- Heads subcommittees for which s/he is responsible: Governance, Risk Management and Sponsorship
- To support the organization and the board of directors, officers, and committees
- Oversees program planning and evaluation
- Review of organizational and program reports
- Promotion of the organization

**Length of term:** Two years

#### Meetings and time commitment:

- The board of directors meets monthly except December on the fourth Monday of the month, 7:00 p.m. Meetings typically last 90-120 minutes.
- Attends District or League board meetings as an executive representative as required.

#### Expectations:

- Chair meetings when President not available, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by MSC mission, objectives, and programs.
- Help communicate and positively promote the MSC mission statement, objectives and programs to the community.
- Become familiar with MSC finances, budget, and financial/resource needs.
- Understands the policies and procedures of MSC.