



## **ECHO – East County Historical Organization**

### **Position Title – Vice President**

Regular Term – Two years  
Reports to – Board Chair

ECHO's Bylaws provide: *(subject to updates)*

Article V, Section 2. Officers and Their Duties - The Vice President shall have the authority to perform all functions and duties of the President should the President be absent or unable for any reason to act.

Role:

Working with the board of directors and executive director, the vice president plans, develops, and enforces policies and objectives for the organization to ensure it maintains its values and meets established goals.

### **Requirements:**

1. Review, understand, and commit to the Member at Large position
2. Seeks or has established leadership experience within a non-profit board.
3. Personal commitment to devote the time necessary to perform the responsibilities of the Vice President, and willingness take on the duties of the President in their absence.
4. Understanding of administration for non-profit organizations.
5. Familiarity with ECHO's meeting procedures

### **Responsibilities:**

1. Attend board meetings, and serve on the executive committee.
2. Chair the governance committee (maintaining and recruiting board members), and participate closely with the President to develop and implement officer transition plans.
3. Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
4. Carry out special assignments as requested by the board chair
5. Performs other responsibilities as assigned by the Board.



**Additional Time Commitment:** (approximate)

- Governance committee organization (1-3 hours per quarter)
- Miscellaneous phone calls and video chats to discuss planning and administration management (1 hour per month)
- Other management tasks, special assignments, and transition planning (as needed)

*Note: This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Vice President, but it is not necessarily the Vice President who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.*