Mail: 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508-9199
Location: 14 Avenida Torreon, by El Dorado Community School

Position Description: Vice President, Board of Directors
Date: 29-Nov-2018

About the Position

Overall responsibilities of the Vice President and other Board officers are outlined in the current *Bylaws*:

Article 7, Section 2. Vice-President: The Vice-President shall provide coordination of all committees and shall be an *ex officio* member of all committees created by the Board of Directors. The Vice-President shall perform such other duties as assigned by the President of the Board of Directors and shall act in the absence of the President. (VGPL Bylaws, approved 17-Apr-2018)

Relevant Policies and Procedures

The Vice President shall be familiar with **all** VGPL policies; current versions are available on the VGPL website.

Key procedures include:

- Manage Board meeting
- Manage Master calendar

These procedures may be found on the server – COMMON/PROCEDURES.

Key Job Responsibilities:

1. **Board and Other Meetings.** The Vice President is responsible for chairing board and annual meetings in the absence of the president.
2. **Committees.** The Vice President provides coordination of all committees and shall be an *ex officio* of member of all committees created by the Board of Directors. The Vice President works with the President and other board members and the Library Director to ensure that committee positions are filled with qualified individuals from the board, staff and community.
3. **Executive Committee.** The Vice President is a standing member of the VGPL Executive Committee.
4. **Signatory Responsibilities.** The Vice President is authorized to sign checks and acts in all matters in the absence of the President.
5. **Fundraising Support.** The Vice President supports all VGPL fundraisers, including participation in solicitation of local businesses for financial support as a Business Partner or a Summer Fling auction donor. Personal donor contacts may be part of this process.