

# BPC VICE PRESIDENT JOB DESCRIPTION

*As an elected officer, the Vice President is a representative of the Brook Park Council and has the ability to affect the image and reputation of the BPC.*

## **CHARACTERISTIC:**

- Model good leadership qualities; maintaining honesty and high level of integrity
- Devoting adequate time to the position
- Working as a team member with the officers of the BPC
- Exercising good ethical judgment
- Setting aside personal views and act in the best interest of the BPC
- Good listening skills

## **TIME COMMITMENT:**

- Attend and actively participate in Board Meetings once per month
- Executive Board Meetings (approx.) once per month or as needed
- Most of the work can be done on your own schedule
- Rotate with Board members to represent the Board at scheduled school and BPC events

## **TYPICAL MONTHLY TASKS:**

- Act as an aide to the President and lead meetings in her absence
- Perform the duties of the President in the absence or inability of that officer to serve.
- Assume other responsibilities as assigned by the Executive Board or otherwise delegated.
- Coordinate the general activities of any Special Committees created by the Executive Board.
- Be a liaison for new families and nurture and increase their involvement
- Speak at the annual Kindergarten Orientation
- Oversee committees, train committee chairs, provide leadership support and be a liaison between committee chairs and the executive board
- Shall oversee duties of committee chairpersons as listed and collect monthly committee reports from chairpersons (if the committee chairman is unable to report themselves) and an annual committee report in May.
- Work with Volunteer Relations to ensure that all Committee Chair positions for the upcoming school year are filled or will ask for volunteers at the final BPC meeting in May.
- Host a reception for all Committee Chairs, Officers, and faculty at the end of the school year. This reception is a thank you and welcome to all outgoing and incoming Committee Chairs and Officers.
- The Vice President will coordinate a faculty/board meeting to enhance communication. The meeting typically occurs in December..
- The Vice President will work with the other Officers to facilitate the activities of BPC.
- The Vice President will read the Treasurer's Report, the Secretary's Minutes or Announcements from the previous meeting in the absence of that Officer.
- Maintain a procedure book for the Vice President position

## **TYPICAL ANNUAL TASKS:**

- Solicit the budget and plan of work from the chairperson of all committees placed reporting to their office.

## **TRANSITION and RESOURCES:**

- Incoming Vice President takes office immediately following May meeting.
- Outgoing Vice President works with Incoming Vice President to transition through the month of June
- BPC Board Policy and Procedure binder – including By-laws and job descriptions
- Articles about Recording Secretary topics
- Past files and examples including historical meeting agendas and minutes
- Maintain documentation (paper and computer files) related to their function and deliver this documentation and any official materials to their successor within ten day after the meeting at which the successor was elected.

*I have reviewed the above job description with the incoming Vice President.*

\_\_\_\_\_  
Outgoing Vice President Signature

\_\_\_\_\_  
Date

*I have received and understand the above job description for Vice President and will execute to the best of my ability.*

\_\_\_\_\_  
Incoming Vice President Signature

\_\_\_\_\_  
Date