

VICE PRESIDENT

[2018 By-Laws](#)

ARTICLE V – OFFICERS, TERMS OF OFFICE, DUTIES

The membership will elect four officers (President, Vice-President, Secretary, and Treasurer). All officers must reside within the above stated geographical boundary, as defined in Article II, for the entire period they hold office. Officers will be elected every two years. The Board of Directors will consist of the 4 officers and the immediate past President. Other officers may, from time-to-time, be appointed by the Board of Directors.

B. Duties

The Vice President shall perform the duties of the President in the absence of the President or in the event of death, inability, or refusal to act. When so acting, the Vice President shall have all the powers of and be subject to the restrictions upon the President. The Vice President shall perform other duties as may be prescribed by the Association or the President.

Other duties of the elected officers shall be to formulate the agenda for the upcoming Association meetings, determine and assess fees, channel requests for information, perform a fact-finding function, and clarify rumors.

The elected officers will continually seek the advice of the residents for such matters including, but not limited to, meeting topics and guest speakers.

The following job description is provided as a resource for residents considering running for a DINA leadership position. This is only meant as a resource to better understand qualifications and skills that will ensure success as a DINA Board Member-Officer but are not requirements to hold a Board Member-Officer position.

Job Title: Vice President, Daniel Island Neighborhood Association

Job Summary: The Vice President of the Daniel Island Neighborhood Association supports the President in the management and oversight of the organization. The Vice President is responsible for ensuring that the association's policies and programs are aligned with its strategic goals and objectives. The Vice President will work closely with the President and other Board members to enhance the quality of life for residents of Daniel Island.

Key Responsibilities: · Assist the President in leading and managing the Board of Directors and other volunteers · Collaborate with the President to develop and implement policies and programs that promote the welfare of the community · Represent the association at

community meetings, events, and other public forums in the absence of the President · Foster positive relationships with local officials, community organizations, and other stakeholders · Oversee the development and execution of the association's annual budget and financial plan · Ensure compliance with legal and regulatory requirements, as well as the association's bylaws and policies · Communicate regularly with members and stakeholders to keep them informed of the association's activities and initiatives · Recruit and engage volunteers to support the association's programs and events · Provide leadership and support to committees and task forces as needed · Prepare meeting agendas for bi-weekly, monthly Board Working Meetings Review meeting minutes and other documents prepared by President, Secretary and Treasurer · Prepare meeting agendas, presentation slides, and invite speakers for quarterly Membership Meetings · Solicit and review D & O and General Liability insurance policy, renewals, etc. · Perform other duties as assigned by the President or Board of Directors

Desired Qualifications, but not required: · Bachelor's degree or higher in a relevant field (e.g., public administration, nonprofit management, community development) · 3+ years of experience in leadership roles, preferably in a nonprofit or community-based organization · Strong interpersonal and communication skills, with the ability to build consensus and motivate others · Demonstrated ability to develop and implement strategic plans and programs · Knowledge of community issues and concerns, as well as relevant legal and regulatory requirements · Strong financial management skills, including budget development and oversight · Ability to work collaboratively with a diverse group of stakeholders · Commitment to the mission and values of the Daniel Island Neighborhood Association

Working Conditions: The Vice President of the Daniel Island Neighborhood Association is a volunteer position that requires a significant time commitment. The Vice President will work closely with the President and other Board members to advance the mission of the association. The position may require occasional evening and weekend meetings, as well as attendance at community events and meetings.

Compensation: This is a volunteer position, with no monetary compensation. However, the Vice President will have the opportunity to develop and enhance their leadership and organizational skills and gain valuable experience working with a non-profit organization.