

Position Description

Title: Vice President	Status: Part Time (Intermittent)
Work Location:	Salary/Pay rate: volunteer
Term: Election at Annual Meeting (Full Term 3 Years)	
Supervision: Minimal	Reports to: Lake Association Board and Members

About the Lake and the Association

The purpose of the Association is to maintain, protect and enhance the quality of the lake and its surroundings for the collective interests of members and the public that utilizes Sand Lake. To carry out the program of the Association and to make representations on behalf of its members and the public, the Association shall be organized under Chapter 181 of the Wisconsin Statutes. (Sections of the Statutes are cited throughout these by-laws.) No asset of the Association shall benefit any officer or member. The Association shall not participate in partisan political activity.

Position Summary:

The expectations of the Vice President is to learn the role and duties of the President should that office become vacant and shall preside at meetings when the President is unable to attend. The Vice President shall arrange for the educational segment of the annual meeting, carry out other assignments at the request of the President, and assist the President with development of Recruitment and Transition Plans.

Functions/Responsibilities:

- Attend all membership meetings (3 per year) and Board meetings
- Arrange for the educational segment of the annual meeting.
- Carry out other assignments at the request of the President.
- Assist President with development of Recruitment and Transition Plans

Competencies/Requirements:

- Familiarity with local lake and surrounding communities
- Exemplary oral, written, and public speaking
- Extreme organization with attention to detail
- Time commitment: average 1 to 2 hours/week (this fluctuates depending on the time of the year)
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How to apply:

To apply, send an email expressing your interest to the President; please include your qualifications and availability. If you have questions, please call the President at: board@sandlakewi.com