

Latino Network Roles and Responsibilities

Executive Board

Position: Vice President

Purpose: Work closely with the President to help achieve the chapter objectives, activities, procedures and services.

Key Responsibilities:

1. In case of the absence or disability of the President, to temporarily exercise all the powers and perform all the duties of the President.
2. In case of vacancy of the President, to succeed to the office of the President for the remainder of that term of office.
3. Collaborate with President on the budget, meetings and retreats, and help manage email, and phone communication.
4. Will appoint and oversee the Youth Leadership Programs committee chair.
5. Will oversee the following ad-hoc committees: Fundraising, Hospitality & Activities, Membership, and Technology & Communication Committee.
6. Help President oversee LaNet list serve subscriptions, messages and oversee website content and updates.
7. Attend all board and general meetings, executive committee meetings, and retreats.
8. Participate in Latino Network committees as needed.
9. Other duties as assigned by the Latino Network board related to the overall purpose and good of the organization.

Elected by: Board of Directors

Term length: 1 year term

Time commitment: Monthly Board Meetings, Bi-monthly general meetings

Hourly Commitment: 10-15 hours

Reports to: President