

# Okemo Valley TV Board of Directors Job Description

Officer Title: Vice-President

**Description:**

The Vice-President is the second-highest ranking Officer on the Board of Directors and is a successor to the President, should the acting President not fulfill the term.

The Vice-President is elected by the Board of Directors after the annual Board of Directors elections.

**Essential Duties:**

- Reports to the President of the Board and fulfills duties as outlined by the President and Board
- Acts as chair and presides over meetings when President is not present (refer to President job description for tasks related to presiding over meetings)
- Works closely with the President on organizational duties
- Performs other responsibilities as assigned by the Board