



## **BL²END, Executive Board Vice President-Elect Position Description**

### **Position Summary**

The vice president-elect's role is to serve as a backup for the vice president, and to become familiar with the responsibilities of the vice presidency. The vice president-elect shall perform the duties of the vice president in the absence or incapacity of the vice president, and shall serve as vice president during the remainder of the term should the office of vice president become vacant.

### **Desired qualifications:**

- A Board Member for at least two years
- Superior writing, verbal and interpersonal communication skills
- Innovative and strategic thinker, with strong tactical implementation skills
- Technologically astute and savvy, with reliable access to the Internet
- Detail-oriented
- Independent self-starter
- Value teamwork and collaboration within a grassroots, volunteer organization

### **Responsibilities**

- Report directly to Vice President, Executive Board for assignments and duties
- As a Member of the Executive Board, the Vice President-Elect will work to develop, maintain and implement operations and procedures as assigned by Vice President, Executive Board
- Work alongside all Board Members to gain a comprehensive understanding of all facets of the organizational structure, operations and procedures

### **Board Member Responsibilities:**

- Attend all Board Meetings
- Engage through monthly meetings and monthly events
- Communicate regularly with Board members and be accessible via email
- Promote BL²END within your personal and professional networks and spheres of influence
- Exemplify professionalism as a community representative of BL²END
- Connect members to each other and community members to help facilitate connections and relationship building
- Seek out community events for Board members and participants to attend for networking and other opportunities
- Performs other responsibilities assigned by the Executive Board President

### **Requirements:**



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- Demonstrate commitment to the mission and vision of BL²END
- Commit to one (or two) years of Board service within the President-Elect role
- Submit annual dues by January 1<sup>st</sup> of Board service year