



## **JOB DESCRIPTION: VICE PRESIDENT/ADMINISTRATION**

**Role:** The Vice President/Administration is responsible for overseeing the administrative functions of the LWVSFC: managing the office, chairing the Board, chairing the Finance Committee, maintaining the information systems and resources of the organization, and complying with all reporting requirements for Corporate Nonprofit and 501(c)(3) tax-exempt status.

### **Responsibilities:**

1. Oversee the LWVSFC's administrative functions:
    - Obtain and maintain an appropriate office space or alternative option.
    - Ensure office is equipped and maintained appropriately
    - Recruit and oversee an Office Manager and/or Office Team (all volunteers)
    - Develop office policies and procedures and ensure compliance
    - Maintain the official files of the LWVSFC
    - Work with the Office Team to support the activities of the organization.
  2. Chair the LWVSFC's Board/Leadership Team
    - Plan and preside over regular and special Board/LT Meetings
    - Develop and maintain an annual schedule of Board/LT meetings/post on the website
    - Send out a Board Meeting notice to members prior to each meeting, calling for agenda items
    - Prepare and send a Board packet to each member prior to each meeting.
    - Ensure that the Board Meeting agenda and supporting documents are filed in the office
    - Work with the Leadership Team to set goals and plan annual activities
  3. Oversee the LWVSFC's budget and finances
    - Chair the Finance Committee
    - Develop and manage the LWVSFC's Annual Budget and Financial Reports
    - Ensure compliance with the LWVSFC's Financial Policies and Procedures
    - Ensure compliance with Corporate Nonprofit/501(c)(3) tax exempt status requirements
    - Work with the Treasurer to ensure the financial records are accurate and up-to-date
- Participate in Board activities and planning, as needed.
- Manage the budget and resources to support Leadership Team activities
  - Participate in Board and member orientation and training
  - Work with the Board on succession planning