

## **Job Description Prairie Club 2nd Vice President**

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

### **Position, Term and Responsibilities of the 2nd Vice President**

The 2<sup>nd</sup> Vice President is an elected position for a period of two years.

The major responsibilities of the 2<sup>nd</sup> Vice President include:

- Is a member of the Prairie Club Board of Directors (see separate job description)
- Works closely with the President, other Board members and officers of the Prairie Club
- Participates closely with the President to develop and implement officer transition plans
- Performs other responsibilities as assigned by the Board and the President

Updated: July 2019 and March 2020