

## **Position Description**

### **Vice President**

**(Approved: April 6, 2010)**

In the absence of the President, the Vice President shall preside at all meetings and conduct such other business of the Association as may be necessary.

The duties of the Vice President shall also include any other assignments requested by the President.

In addition to the above, the Vice President shall be responsible for the following:

- Community Events
  - Revision and Maintenance of the CC&R's and By-Laws
  - Nominating Committee
  - Election Committee
1. Publish list of candidates and biographies
  2. Conduct election at the Annual Meeting