



Becker Breakfast Club | Job Description

VICE PRESIDENT

(Voting Board Position)

This person is voted on by active board members.

Major Role: The Vice President shall be responsible for aiding the President in setting the long-term direction of the breakfast club, and implementing, monitoring and evaluating all breakfast club functions. As a member of the BBC, this role is a representative of the BBC, always working in the club's best interests. You will attend board scheduled meetings to provide status, input and direction to the board related to the areas of responsibility as defined within this description.

Responsibilities:

- In the absence of the President, preside over all board meetings and other special meetings, ensuring they stay on task and run efficiently
- Work to secure donations for individuals and business within Becker and the surrounding communities
- Build positive relationships with other faith-based associations and clubs within the community
- Help ensure proper budgets are developed and monitored
- Help recruit new board members for vacant board positions
- Assist with other roles and activities as required

Key Competencies:

- Interpersonal skills, ability to interact with many people
- Strong ability to develop and foster relationships
- Ability to manage and lead while providing constructive feedback when necessary
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self-motivating and takes initiative

Time Needed for Position: This is a 12-month position and re-appoints on an annual basis. This position requires approximately 4+ hours weekly, also attending BBC events and meetings. Requirements may increase or decrease depending on the time of year.