


Hunter's Glen Homeowners Association, Inc. Policies and Procedures			
Title: Job Description—Vice President	DOCUMENT NUMBER:	EFFECTIVE DATE:	PAGE 1 OF
REVISION NO.:	SUPERSEDES / DATE:	APPROVAL 2: (signature / date)	APPROVAL 3: (signature / date)
ORIGINATOR:	APPROVAL 1: (signature / date)		

1. The vice president runs meetings in the absence of the president.
2. The vice president should be prepared to assume the duties of the president should the president be unable or unavailable.
3. As a board member, the vice president should also expect to volunteer for other tasks and projects as they come up. Distributing the load among all board members and other volunteers helps to keep tasks manageable for everybody.