

## VICE PRESIDENT Job Description

<b>Term:</b>	2 years desired
<b>Time Commitment:</b>	Average 10 hours per week
<b>Skills Needed:</b>	Good organizational, communication (verbal & written), presentation, and leadership skills
<i><b>Please know that in this role you are always supported by MEF Leadership, which includes the Executive Director (ED) and President. If you would like to refine or expand any of the responsibilities noted below, please reach out to the ED.</b></i>	

The primary role of the Vice President is to assist the President and oversee various committees as assigned. The Vice-President takes responsibility for MEF in the absence of the President and holds office with the understanding that he/she will serve as President the following year, unless an alternative is mutually agreed upon.

### Responsibilities

- Assist and support the MEF President.

### Meetings Attended

#### **Weekly:**

- Staff Team Meetings

#### **Monthly:**

- MEF Board Meetings
- MEF Executive Committee Meetings
- MEF Fundraising Chair Meetings
- Coordinating Council Meetings
- CORE Meetings

#### **As Needed:**

- School District Governing Boards
- Faculty Meetings (as requested)
- PTA/PC Meetings
- Local Community Group Meetings
- MEF Strategic Planning Meeting