

## **VICE-PRESIDENT OF CIELITO LINDO DE TUBAC'S BOARD OF DIRECTORS**

### **JOB DESCRIPTION**

- **PER CIELITO LINDO'S BY-LAWS:** The vice-president shall act in the place and stead of the president in the event of the President's absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.
- **AS GENERALLY PRACTICED:** The role of the HOA vice president is an essential one. It allows responsibilities to be handed from the president when the workload is too heavy and ensures everything gets completed. The Vice-President of the Board of Directors will be prepared to assume the responsibilities of the President as articulated in the President's Job Description.

See the President's Job Description to understand the scope of this responsibility. Pro-activity on the part of the Vice-President is triggered by the President's absence from town, inability to be engaged due to illness, recusal of involvement due to a conflict of interest, or any other situation in which the President is unavailable to perform its responsibilities.