



Vice President

JOB DESCRIPTION

This is a great position for anyone looking to expand their leadership potential, or for someone wanting to know the organization better before moving into a role as President. If you adapt easily to change and have a willingness to support others, you will find this position rewarding.

Duties include:

1. Duties per Bylaws
 - a. *The vice president shall work in cooperation with the president and shall perform such duties as the Board of Directors may assign. In the event of the death or during the absence, incapacity, inability or refusal to act of the president, the vice president (in order of seniority if there is more than one vice president) shall be vested with all the powers and perform all the duties of the office of president until the Board of Directors otherwise provides, and shall have such other or further duties or authority as may be prescribed elsewhere in these Bylaws or from time to time by the Board of Directors.*
2. Supports the President and Board in any capacity, assuming a leadership role where needed
3. Sets agenda and leads meeting in the President's absence
4. Represent the organization at community events
5. May be asked to chair or co-chair events
6. Serve as additional resource for any member or team as needed throughout the year

Board member expectations include:

- Attendance and appropriate preparation for monthly meetings (first Thursdays)
- Completing positions-specific tasks between meetings, utilizing volunteers when needed
- Participation in major events and fundraisers (Family Building Conference, 5k, Grant Drive)
- Attending *at least* one Support Group meeting a year
- Representing KCinfertility in the public, knowledgeably and professionally
- Notifying the board in advance if any commitments cannot be met.

New terms will start January 2023 and last two years, with the option of renewing for a second term, if desired.