



## **Vice President | MMANC Board Position Description**

### **TITLE:**

Vice President

### **TERM:**

As with all Board positions, this position begins annually on January 1 after elections are conducted.

This position serves a **one (1) year term**.

### **DUTIES:**

- Serves as Co-Chair of the MMANC Annual Conference alongside the Conference Director.
- Back-fills as the President in his/her absence and may serve as a representative at signature events.
- Handles special projects for the organization as assigned by the President.
- Attends official meetings of the organization including the monthly full Board and monthly Executive Board Meetings via virtual meeting platform (each meeting is one hour, plus preparation time).
- Serves alongside the President as one of two voting MMANC representatives to the Cal-ICMA Board of Directors.
- Coordinates activities of League of California Cities policy committee representatives, appointed by the President.
- Takes a lead role in securing and maintaining relationships with corporate partners.
- Assumes the office of President at the end of their term or in the instance of a vacancy in the President role.

### **OVERSIGHT:**

The Vice President serves as a member of the Executive Committee which consists of the President, Vice President, Finance Director/Treasurer, Conference Director, Communications Director/Secretary, Membership Director, Program Director and Immediate Past President.

### **QUALIFICATIONS:**



- Must be a current MMANC member in good standing.
- Vice Presidents have typically served in Executive Committee roles prior to serving as Vice President in order to gain experience leading up to the role. Incumbents have typically served as Conference and/or Program Director prior to assuming the role of Vice President, in addition to prior service as Region Co-Chair.

#### **ADDITIONAL CONSIDERATIONS:**

- The time commitment for this volunteer position is at minimum **four (4) hours per week**, in addition to meetings during the work week as specified in the duties section listed above.
- The Annual Conference Co-Chair role requires a substantial time commitment throughout the year, especially in the months and weeks leading up to the conference.
- After the term of Vice President is served, this position often serves as the President of MMANC for their next role on the Board, followed by service as Immediate Past President.