



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**. Per the MMANC Bylaws, the incumbent serves as President-Elect during this term and assumes the role of President for the following year.

DUTIES:

- Serves as Co-Chair of the MMANC Annual Conference alongside the Conference Director. The Annual Conference is typically held in the Fall (registration costs and travel/lodging expenses for the Annual Conference are covered by MMANC).
- Back-fills as the President in his/her/their 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 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.
- Works in collaboration with the President to maintain relationships with corporate partners and secure Annual Conference Sponsors.
- Works in collaboration with the Conference Director and Finance Director to approve Annual Conference reimbursable expenses.
- Assumes the office of President at the end of their term or in the instance of a vacancy in the President role.



- May attend the MMASC Annual Conference in Southern California as an MMANC's representative (registration costs covered by MMASC and travel/lodging expenses covered by MMANC).

MINIMUM EXPECTATIONS

- Attend the majority of the Full Board meetings (held as frequently as once per month), attend Board Retreats (held twice per year), and the Annual Conference.
- Attend the majority of Executive Board meetings per year.
- Respond to Board and member correspondence as well as social media platform inboxes in a timely manner.
- Maintain familiarity with MMANC Bylaws, Board policies, Style Guide, and Logo Use guidelines relevant to the position.
- Serve as a collaborative leader and active member of the Executive Board, supporting the President and other Board members in advancing MMANC's goals and priorities.
- Serve as Co-Chair of the Annual Conference in collaboration with the Conference Director, including supporting conference planning, coordination, and execution throughout the year.
- Support the development and maintenance of relationships with MMANC corporate partners and Annual Conference sponsors.
- Coordinate and support League of California Cities policy committee representatives appointed by the President.
- Represent MMANC at Cal-ICMA Board meetings and other organizational events or meetings as assigned.
- Provide leadership and continuity in preparation for assuming the role of President following completion of the Vice President term.

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 Full member in good standing.
- Ability to collaborate with the President, Executive Board, Region Co-Chairs, event leads, volunteers, and external partners.
- Ability to manage multiple priorities, coordinate projects and stakeholders, meet deadlines, and communicate effectively.
- Ability to represent MMANC professionally with members, corporate partners, sponsors, professional organizations, affiliate groups and other external partners.
- Familiarity with MMANC's Bylaws, organizational structure, programs, and operations.
- Vice Presidents have typically served on the Executive Board 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 **six (6) 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.
- Experience in conference or event planning, corporate or community partnerships, sponsorship development, organizational leadership, or professional association leadership can contribute to success in this volunteer leadership role.
- Prior service on the MMANC Executive Board is highly encouraged, as it provides valuable experience and preparation for the responsibilities of Vice President and the subsequent transition to President.
- After the term of Vice President is served, this position serves as the President of MMANC for their next role on the Board, followed by service as Immediate Past President.