



## Vice-President/Secretary Position Description

### Board Objectives:

The Board of Directors has the responsibility of carrying out the mission and vision of YNPN-Madison. The Board implements and supports plans, policies and objectives to ensure it maintains its values and meets established goals. The Board is a governing body with legal and ethical obligations to the organization and its membership.

### Position Roles and Responsibilities:

- Assumes duties of president if absence of president or if president is not able to serve
- Assists president in his or her duties
- Attend board meetings
- Keep and file board meeting minutes on drive
- Support board president and board in development and enforcement of policies
- Facilitate board meeting in absence of board president
- Attend YNPN events and appropriately represent the organization to stakeholders
- Step in to other duties as assigned/needed
- Uphold duty of loyalty, duty of care, and duty of obedience

### Position Benefits:

- Develop skills in nonprofit governance and administration
- Develop interpersonal communication skills
- Project management and oversight
- Eligible to be elected as President

### Time commitment:

Ranges from 6-8 hours a month, depending on specific responsibilities. This includes meetings, events, and additional duties/tasks.