

Art Council of Southwest Florida



JOB TITLE: First Vice President

POSITION REQUIREMENTS:

- Must be a full time Florida Resident

JOB DESCRIPTION:

The First Vice President shall serve as the Compliance Manager for Art Council of Southwest Florida, ensure the organization is operating in accordance with their governing documents, i.e., Bylaws, Policies and Procedures, Charter, and 501(c)3 designation. It is the responsibility of this office to be knowledgeable of these documents and how operations must align with the requirements of the documents.

The First Vice President(s) shall serve as the Chairperson/Co-Chairperson of two ACSWF committees:

The First Vice President(s) shall meet with the Executive team after installation to determine which committee best aligns with the background and skills of the incoming First Vice President.

During all General Board Meetings, the First Vice President(s) will ensure all attendees sign in and have name tags.

First Vice President(s) are responsible for maintaining the artifacts of the organization, including but not limited to, ACSWF emails, ACSWF Google Drive, ACSWF passwords, ACSWF supporting software. Each of these artifacts will be documented for future support of the organization.

Oversight of the biennial Spring Show is the responsibility of the First Vice President(s), who will form a committee to support this effort.

In the event the President cannot fulfill the duties of their office, it is the responsibility of the First Vice President to fulfill the President duties in the President's absence.

Assists in other duties as requested.