

Position Description Vice President. Approved: 2/13/2024

In accordance with established standards, in the absence of the President, the Vice President shall preside at all meetings and conduct such other business of the Association as may be necessary.

The duties of the Vice President shall also include any other assignments requested by the President.

In addition to the above, the Vice President shall be responsible for the following:

- Directing Community Events
 - Recruiting volunteer chairpersons for Pot Luck, Happy Hour, Block Captain chair, and any other social events
- Revising and Maintaining of the CC&R's, By-Laws and Handbook
- Ensuring that Emergency Response Plans are maintained and communicated to residents at least annually.
 - Emergency Exits, Community Call network, Heart Safe Program, Fire Wise Program
- Recruiting potential volunteer Board and Committee Chair members.
- Leading the Nominating Process by having volunteers complete the application for office.
- Leading the Election Process
 1. Publish list of candidates and biographies
 2. Create an Election Committee and conduct an election at the Annual Meeting.

The Vice President shall conduct their duties in support of fulfilling The Springs at Santa Rita HOA

Mission and Vision statements while demonstrating its Guiding Values. Particular emphasis is to be made in achieving Vision elements 1, 3, 5 and 7.

1. Friendliness, respectfulness and caring for one another are primary characteristics.
3. A spirit of volunteerism is promoted to encourage pride in and commitment to the community.
5. A variety of events and programs are planned and implemented to provide social and service opportunities to homeowners, family and friends.
7. The security and well-being of all are enhanced through neighborly awareness and activities such as Emergency Response planning.