

TOPEKA LITERACY COUNCIL
Board Vice-President Job Description

POSITION TITLE: Vice-President

REPORTS TO: President

TERM OF OFFICE: Two years; may be elected for additional two-year terms, subject to the will and pleasure of the Council. Election is at the June meeting, tenure of office to commence with installation immediately following the election.

DUTIES:

- A. Perform the duties of the President in his/her absence or in the event of resignation.
- B. Be the contact with the Training Committee.
- C. If possible, serve as a designated representative to events that the President cannot attend.
- D. Serve as a member of the Executive Committee and of the Board of Directors of The Topeka Literacy Council.
- E. Will normally succeed as President

(3/2024)