



Job Description:

Board Officer - VP/President Elect

1. EVAA's Mission:

To deliver a diverse range of well managed sports programs to the families living within the Eastview High School enrollment boundaries as well as the city of Apple Valley. EVAA strives to provide a quality athletic experience to kids of all ages and capabilities with a focus on sportsmanship.

2. General Responsibilities:

The Vice President works closely with the President to carry out the organization's core initiatives and can stand-in for the President if he or she is absent from a meeting, vote or event. Perform tasks as requested by the President.

3. Essential Functions:

3.1. Serves, Leads and Supports Committees: Leads the Operations and Nominating Committee and serves on the Finance Committee.

3.2. Responsible for Fiscal and Insurance Oversight: Works with the Treasurer by reviewing all invoices related to field operations and confirming with Treasurer for payment. Responsible for securing all insurance for the Organization, including annual policy and insurance for special events.

3.3. Assume other responsibilities as needed: Reviews all contractual agreements to ensure compliance and establishes official Organization relationship with legal counsel.

4. Qualifications:

- 1.High school diploma (additional related training desirable)
- 2.Language and organizational skills suitable for job role
- 3.Experience working within not-for-profit organizations
- 4.Competency with available technologies to support job function
- 5.Ability to assume responsibility, display initiative, and exercise good judgement