

**METHOW RECYCLES BOARD OF DIRECTORS
POSITION DESCRIPTION--VICE PRESIDENT**

(Approved by Board January, 2014)

Position Description

The Vice President is the Methow Recycles Board of Directors (Board) member responsible for developing and maintaining an engaged Board, and in serving in the capacity of President in his or her absence.

Term

The Board Vice President is nominated and elected by the Board each year to serve a one year term and may be re-elected for additional term(s).

Major Duties:

The Vice President shall:

1. Be a member of the Board and attend Board meetings,
2. Acts as the President in his or her absence,
3. Participate, in coordination with the President, the development and implementation of Methow Recycles' Board of Directors annual work plan,
4. Form and chair a committee to identify, recruit, and interview prospective Board members (Board Development Committee), and provide ongoing Board member training and development,
5. Track Board member terms and provide ample notification to Board members whose terms are expiring.
6. Serve on the Executive Committee and participate as a vital part of the Board leadership,
7. Carry out special assignments as requested by the Board of Directors.

Time Commitment

4-6 hours/month