



## **Autism Society of Colorado**

### **Vice President of the Board of Directors (Volunteer)**

#### **Job Description**

The Vice President of the Autism Society of Colorado is a volunteer position held for a one-year term and this term may be extended for up to three total one-year terms.

The primary role of the Vice President is to serve in the role of President when they are not available. Typically, they will succeed the President and serve in that role in the future.

Specifically, the Vice President:

- I. Plays a key leadership role in the operation of the organization.
  - Participates as a vital part of the Board leadership.
  - Maintains knowledge of the organization and demonstrates a personal commitment to its goals and objectives.
  - Is familiar with and ensures adherence to the organization's bylaws.
  - Understands the responsibilities of the Board President and can perform these duties in the President's absence.
  - Carries out special assignments and serves on committees formed to address designated issues.
  - May be designated by the Board of Directors as one of the signing officers for certain documents, such as correspondence, applications, reports, contracts or other documents on behalf of the organization.

#### **Requirements:**

To be the Board President, an individual must have demonstrated leadership skills, the ability to serve as a competent public spokesperson, and served at least six months on the ASC Board (unless the Board by unanimous vote agrees to waive this last requirement).