

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

VICE PRESIDENT

2. Work Location

Meetings are held in Bandon Library's Sprague Community Room. No office space is provided.

3. Purpose of the Position

The BLFF Vice President shall act as President in the absence or disability of the President. As specified in the Bylaws, the position is an Officer of the Board and is elected annually by the Board.

4. Responsibilities and Duties

- Serves as a BLFF Board Member (see Board Member documentation).
- Acts as President in the absence or disability of the President.
- Has powers and performs such duties as the Board may prescribe.
- Serves in the position until a successor is duly elected and qualified.

5. Qualifications

- Knowledge of BLFF mission, bylaws, goals and objectives.

6. Commitment Expected

The Vice President is a Board Member with a three-year term and is elected annually by the BLFF Board to serve as Board President. The time commitment for serving as Vice President of BLFF is two to four hours monthly, which includes attendance at regularly scheduled monthly meetings. A Vice President may serve unlimited consecutive terms.

7. Training

- Within 6 months of taking office, a new Vice President will attend a seminar/training on board duties in Oregon nonprofits.

8. Other

None