



Officer Duties and Responsibilities VICE PRESIDENT Somerset Condominiums Association

The Vice President is a volunteer working position with a range of duties, some of which are described in the Association's formative documents, the by-laws, rules and regulations, and in resolutions passed by the Board of Directors. The Vice President works under the direction of the President of the Association and reports to the Board at all meetings. The timely, accurate, and complete fulfillment of the Vice President's duties are essential responsibilities.

The Duties of the Vice President include:

- During the absence or disability of the President, exercise the powers and perform the duties of the President.
- Assist the President, as needed, in completing the work of the Board.
- Serve as Chairperson of the Nominating Committee, ensuring that the work of that committee is completed as described in the By-Laws and the committee's charged mission. Report on the work of the Nominating Committee at Board Meetings.
- Serve as chairperson or facilitator of other working committees as determined by the President of Board of Directors.