



# Position Description

## Executive Vice-President

**Authorization:** Bylaws of The Villages Homeowners Advocates, Inc., (The VHA), Article VI, Section 1, Paragraph B.

**Reports to:** Elected by The VHA Board of Directors, the Executive Vice-President reports operationally to the President of The VHA.

**Primary Roles:** Typically, the Executive Vice-President of The VHA will be elected as the next President upon the incumbent leaving office. Therefore, the Executive Vice-President's primary duty is to prepare for the role of President. To that end, he/she:

1. Leads The VHA in the President's absence, including as Sole Member of the Villages Homeowners Advocates, Inc. and VHA Helping Hands, Inc.
2. Assists the President in executing the duties of that office.

**Major Responsibilities:** Specifically, the Executive Vice-President performs the following functions:

1. Live and communicate The VHA Vision, Mission, and Values.
2. Substitute for the President in any meetings for which the President is unavailable.
3. Substitute for the President in representing The VHA to external organizations.
4. Assist in managing services of The VHA as directed by the President.
5. Serve as a non-voting invitee at Board of Directors meetings and standing committees as needed.
6. Prepare for a future role as President of The VHA.

### Ideal Qualifications

- Excellent written and verbal skills
- Organization leadership experience

**Term of Office:** 1 year

**Term Limit:** 5 terms per The VHA Bylaws