



Sun City Peachtree Softball Club

Job Description

POSITION:	Club Vice-President (Board of Directors)
REPORTS TO:	Membership
TERM:	Elected by membership to serve annually, calendar year January 1 through December 31. May serve no more than two consecutive years as outlined in club by-laws.
JOB DUTIES:	<p>The responsibilities of the Club Vice-President shall include (cf. By-Law III.E):</p> <ol style="list-style-type: none">1. Assume the duties of the President in the absence of the President.2. Oversee the development of and compliance with League rules.3. Co-sign checks issued by the Treasurer as required.4. Serve as the liaison between the Board and Club committees as assigned by the Board.5. Other duties as assigned by the Board of Directors.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Current membership and in good standing in the Softball Club2. Past administrative experience a plus3. Good organizational and communication skills4. Public speaking ability5. Work well with others6. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus