



Vice President Position Description

Overview

The Vice President assists the President to include performing all of the duties of the President, in the President's absence.

Responsibilities

- Selects car shows of interest, communicates details to membership and arranges outings
- With the authorization and approval of the President, signs instruments of contract or lease agreements in the name of *Shark Tooth Sports Car Club, Inc.*

Skills/Abilities Required

- Innovative, with a vision of the future of the club that they can plan, strategize and execute
- Excellent verbal and written communication skills, with the ability to communicate with board members, city government, vendors and club members
- Financial and operational acumen
- Strong problem solving and leadership skills, with the ability to motivate club members to participate and volunteer for club activities
- Strong presentation and interpersonal skills
- Basic computer skills including email and MS Office (Word, Excel and PowerPoint)
- Familiarity with Robert's Rules of Order