

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, communicate details to membership, and arranges outings.
- With the authorization and approval of the President, sign 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

Effective 01/01/21