

BASIC/Blanchard Community Center	Board of Directors & Officers Position Duties
Position: Vice President	Original Date: 2/2022

Being a BASIC/Blanchard Community Center Board member is a volunteer position that commits time, talent, and service. No matter what your position, every officer has a fiduciary duty to act in the best interest of the association as a whole. You must exercise sound business judgment, respect the confidentiality of board deliberations and decisions, and avoid real and perceived conflicts of interest. In short, you must execute your responsibilities in good faith, with good judgment, without conflict, and by always putting the association's interest above your own.

Expectations and Responsibilities

1. The Board Vice-President will exercise careful, and independent judgment based on what is happening at the Board meetings, in the local community, and on behalf of the BASIC/Blanchard Community Center
2. The Board Vice-President will be a Community Center member, in good standing with all dues paid, and always exhibit professional behavior. Furthermore, The Board Vice-President will treat constituents with respect and decency.
3. The Board Vice-President will be well versed in BASIC's budgetary requirements and restraints. For ease of communication, there is a preference that the Board Vice-President will have access to a computer for documents and email.
4. The Board Vice-President will read and agree to comply and uphold the Governing Documents for the BASIC/Blanchard Community Center. The Governing Documents include but are not limited to:
 - a) The Articles of Incorporation
 - b) The By-Laws of BASIC/Blanchard Community Center
 - c) Registration with the Idaho Secretary of State
5. The Board Vice President will oversee the "Proxy" vote of members unable to attend an election of officers. The forms will be available one month in advance of November election. The Board Vice President and the Board Treasurer will verify that the member and their proxy designee are in good standing.
6. The Board Vice-President will serve a calendar two (2) year term. Should a vacancy occur, the Board will appoint a replacement for the remaining time of the that office holder.
7. The Board Vice President will actively support Board activities by:
 - Preparing all meeting agendas in conjunction with the President.
 - Reading and responding to meeting agendas, meeting minutes, action items, and other accountabilities associated with the BASIC/Blanchard Community Center
 - Casting votes, participating and supporting decisions made
 - Delegating and mentoring others through volunteerism and through committees
 - Regular and punctual attendance at all meetings through physical presence or telephonic conferencing
 - Chairing the Program Committee which includes selecting members for this Committee.