

Vice President Description and Authorization

Purpose: The Vice President's primary responsibility is to carry out the duties of the President in the President's absence. The Vice President must be a member in good standing of the Kings Park West Civic Association. The Vice President is a member of the Kings Park West Board of Directors and, as such, has a vote at Board meetings as well as member meetings.

Scope: The Vice President shall:

- In the absence of the President from a meeting of the Board of Directors or members, assume the responsibilities of that office,
- Head the Nominating Committee when electing odd-numbered year Board members (Members At Large) according to the KPWCA Bylaws, and
- Be the primary liaison between the Association and sponsored organizations (i.e. Boy Scouts), and
- Perform such duties as may be assigned by the President.

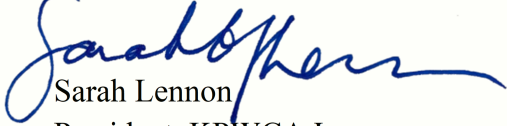
Additional Tasks: The Vice President shall also:

- Attend KPW Board Meetings, Attend meetings for the President when the President is unable to attend,
- Help oversee the affairs and actions of the Association,
- Shall help to fulfill the responsibilities and requirements of the Virginia Nonstock Corporation Act, Shall help to set the scope of assignments of standing committees,
- Shall help to establish special committees as needed to accomplish Association activities,
- Shall help to formulate a proposed budget, to begin on 1 October, subject to approval of the members,
- Shall help to be responsible for authorizing expenditures at variance from the approved budget,
- Shall help to take necessary action, within the purpose and intent of the Articles of Incorporation and the Bylaws, to protect the rights and interests of the Association, and
- Be qualified, as necessary (through training and certifications), to sign sponsored organization documents on behalf of KPWCA Inc.

Authorization: The Vice President shall be elected individually by plurality vote of the voting members of the Association. An elected Vice President serves for a 2 year term with the term beginning in even-numbered years. Should the office of President become vacant, the Vice-President shall assume the office of President and complete the term to which the President had been elected. No member shall serve in the same Board of Directors position for more than three (3) consecutive terms. After serving three (3) consecutive terms, or during the process of serving up to three (3) terms, a Board member may move to another Board position if approved by

membership. When determining consecutive terms served, a partial term of more than one (1) year shall be counted. A partial term of one (1) year or less shall not be counted. There must be a break of at least one year before a Director who served three consecutive terms can serve again as a Director. At the conclusion of their elected terms, Directors shall continue to serve until their successors are duly elected and installed.

Signed,



Sarah Lennon
President, KPWCA Inc.

Date: 5/31/21