



# Muir Lake Community League

## Job Description – Vice President

Position Title	MLCL Executive Officer (voting position)
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No experience required

### Grants

- Operating Grant Funding
- Any other applicable grants

### Instructions for Vice President when president is not available

- Provide leadership to the Board of Directors; chairs meetings of the Board;
- Keep Boards discussion on topic by summarizing issues;
- Acts as signing authority, with another Executive for cheques and other documents;

### PAST PRESIDENT

- Non-elected position.
- Prior President remains a member of the Executive following his/her presidential term as their continued involvement provides continuity.
- Serves as a resource for the President.

### Perks for Vice President

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Board members will not pay fundraising fee on Kid's sports
- Get one free ticket on an event during the year (excluding MLCL BINGOs).