

# First Vice-President + *or* President-Elect Job Description



## + Mission Statement

Bringing together Remodelers, Builders, Skilled Craftsmen and related Industry Professionals to ensure quality work, encourage high standards and ethical practices within the remodeling industry. Continually strive to educate, mentor and connect remodeling specialists from all backgrounds.

## + Board of Directors Job Summary

The governing body of NARI of Silicon Valley is its Board of Directors. The Board is charged with performing the policy-making function, as well as giving strategic direction to the programs and activities of the association. As a member of the Board, a director has a fiduciary duty to the National Association of the Remodeling Industry, Silicon Valley Chapter, to act in good faith and in the best interests of the Association. **All Board Members shall serve a minimum of one term, which is defined as 2 years, except for the President.**

## + Board of Directors are responsible for:

- Basic knowledge of parliamentary procedure ([Robert's Rules of Order](#) or [Standard Code of Parliamentary Procedure](#)).
- Identifying any potential conflicts of interest for the organization including an annual review and signing of own annual conflict of interest and harassment policies.
- Knowledge of duty of care and duty of loyalty for the chapter (see annual board orientations &/or annual conflict of interest forms)
- General understanding of the [chapter's bylaws](#)
- General understanding of the [chapter's policy manual](#) especially these sections:
  - Solicitation Policy (page 4)
  - Working Atmosphere Policy (page 6)
  - Conflict of Interest (page 9)
  - Code of Ethics (page 13)
  - Board of Directors (pages 18-20)
- Reviewing board reports, committee reports, and/or other proposed action items before the meetings

- Respond to urgent action items or email board votes within the time requested by the President or Executive Director.
- Determining how the organization carries out its mission through long-term and short-term planning; additionally, evaluating the overall performance of the organization in achieving its mission.
- Adopting an annual budget and providing fiscal oversight.
- Establishing policies for the effective management of the organization.
- In partnership with the part-time Executive Director, recruiting for nomination, orienting, and developing new board members.
- Reporting to the President and the Board of Directors as a whole.
- Being members (or employees of members) of the local NARI chapter in good standing.
- Attending most Chapter events, Holiday Gala, etc.
- Hiring and evaluating the performance of the executive director.

## + **Benefits from serving on the Board of Directors**

1. Improve team leadership qualities.
  2. Grow communication skills, and the ability to resolve conflicts and build consensus while working with many different board members who come from different backgrounds and different viewpoints.
  3. Expand and sharpen skill set in one or all of the following: business strategies, marketing strategies, and fundraising strategies.
  4. Build professional credibility and resume enrichment: Selection for a board position shows that an organization is entrusting you with a vital, visible, and high-impact role. It is a public endorsement of your expertise and value.
  5. Make an impact in your community of remodeling colleagues in either the short-term or long-term.
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## + **The responsibilities of the 1st Vice President or President-Elect include:**

- Assisting the president in his/her duties, with the understanding that he/she will be serving as President the following year. This would include working closely on ideas, strategies, goals and the future of the chapter.
- Filling in at board meetings or chapter events if the President is unable to attend (this will be worked out amongst themselves, as to who goes where and if one or both need to attend).
- Developing rapport and a close working relationship with the Executive Director and the President of the Board.
- Working with the nominating committee to recruit new board members.
- Carrying out special assignments from the President of the Board.
- Serving as President of the Board of Directors and assume all responsibilities of the office of the President during any absence of the President.
- If issues or opportunities arise with any committees, events, programs or ethics, may take the lead, again, upon discussion with the President.
- Serving as a National Representative delegate:

- He/she represents the chapter by voting at the House of Delegates meeting, and reporting on chapter activities, and bringing back ideas/reports to the chapter.
- Attendance at various National committee meetings and the House of Delegates meeting.
- Attendance National meetings are usually 3-4 days, twice a year at the Board's discretion.
- May choose to become further involved by serving on a national committee, but not required.
- Ensuring that this position is organized as is necessary to insure a smooth transition for the successor.**
- Participating in the search for a new Executive Director if/when the need arises.
- Participating in the annual performance review of the Executive Director.
- Other duties as prescribed by the Board.

**+ The qualifications of the 1st Vice President or President-Elect include:**

- Ability to be self-motivated, take initiative, and use of available resources to be fully trained in the position within 6 months of the start date (e.g. visit local & National websites for information, use of own or NARISV provided planning documents, and ask questions of other board members & Executive Director).
- Having served on the Board or on a Committee during current year and/or must have attended 50% of Board meetings during current year.

**+ The financial and resources development expectations:**

- Outreach and encourage registration of members and guests for chapter events.
- Recruit event sponsors if possible.
- Identify and assist in the cultivation of new/renewing members.

**+ Time Demands (approximate)**

Time Commitment	Details
1.5-2 hours a month	Attend Board meetings; must attend at least 9 Board Meetings per year.
3 hours a month	Attend Chapter Meeting (usually right after Board mtg); must attend 50% of Board meetings during current year.
1-2 times a year	All Board members are required to attend all Strategic Planning Meetings that typically occur in the Spring and Fall/Winter
2 times a year	He/she represents the chapter by voting at the House of Delegates meeting, and reporting on chapter activities, and bringing back ideas/reports to the chapter.

2 times a year	Attendance at various National committee meetings.
2 times a year	Attendance National meetings are usually 3-4 days at the Board's discretion.

## NARI SILICON VALLEY ORGANIZATION CHART

