

Harford County Running Club

Vice President

Position Description

Job Purpose

The Vice President assists the president and other club officers in completing their duties. It is also the vice president's job to effectively contribute to the club's operations. To do this effectively, you must be involved with the work and understand the policies of the club.

Essential Functions

- In the event of the absence or inability of the President to exercise his or her office, become Acting President of the organization with all the rights, privileges and powers as if he or she had been the duly elected President.
- Work closely with the President/Chair and other directors/representatives.
- Participate closely with the President/Chair to develop and implement officer transition plans.
- Represent the Club at state and Regional meetings of the RRCA.
- Perform other responsibilities as assigned by the Board.
- Serve as the primary liaison between the Board of Directors and the premium race directors (e.g., HAT Run, Women's 5K By the Bay, Bel Air Town Run, Survivor Run).
- Coordinate with event hosts, race directors, and committees for volunteer support

Additional Responsibilities and Notes

1. Become thoroughly acquainted with the president's duties so you can assist the president
2. In conjunction with the marketing and membership together work to develop an educational program for new members.
3. Help plan meetings and goals
4. Ensure you are aware of all dates of premium races and reach out to RD's at a minimum of 3 months prior to gather details of the race.
5. Report to entire board outcomes of meetings with the premium race directors.
6. Have a good understanding of the clubs Bylaws and policies
7. Ensuring that the Board adhere to the proposed action plans and goals of the membership
8. Serve as a representative in the community and attend functions at which the club is to be represented
9. Work closely with club members to ensure the board is acting in alignment with the interests of members.