

**Junior League of Fort Collins
Board of Directors
Executive Vice President Success Map**

The Executive Vice President is a member of the Board of Directors. She serves as the liaison between the Board and Management Council and presides over Management Council meetings.

Key Responsibilities:

- Serves as a member of the Board of Directors, with voice and vote, and carries out the League Bylaws; ensures that the League is in compliance with all legal regulations, rules and ethical standards; maintains its accountability to the community; and operates for the public good;
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- Assists the President in carrying out League responsibilities;
- Attends all monthly General Membership Meetings, Board Meetings and;
- Collects and reviews monthly committee chair reports
- Coordinates annual review and update (if necessary) of the Junior League of Fort Collins Handbook and forms;
- Coordinates the creation of the League's Annual Plan in support of the League's Strategic Plan;
- Creates the General Membership Meeting agenda and slide deck in collaboration with the President, President Elect and Executive Vice President Elect;
- Provides training opportunities via "Nuts and Bolts" meetings for Council Vice Presidents and Committee Chairs during the League Year. The EVP and Management Council set the agenda for these training opportunities.

Key Skills: Communication, collaboration, organization, ability to delegate, management of self and others, membership recruitment/retention, ability to manage budget.

Length of Term: The Executive Vice President serves for one year, but the role is the second year of a two year commitment on the Board of Directors: first as Executive Vice President Elect and then as Executive Vice President.

Key Relationships: Board of Directors

Required Qualifications: Must be an active member in good standing and pass a background check.

For additional information about this position or the application process, please contact the Governance Director at nominating@jlfortcollins.org.