



## **JOB DESCRIPTION**

### **Title: Vice President—PARCR Executive Committee**

**Description:** The Vice President is the backup for the president of PARCR and as such is responsible for performing the duties of the president in his or her absence. The vice president is elected by and serves at the pleasure of the executive committee. In general, the vice president shall perform all duties normally associated with the office of president as required in the absence of the president, as well as other duties as assigned from time to time by the president or executive committee.

**Election and Term of Office:** The Vice President shall be elected by the Executive Committee for a two year term and may be reelected one time for a maximum total period of service of four years.

#### **Specific Responsibilities:**

- \*Communicates regularly with the executive committee, staff, and PARCR membership
- \*Helps create the vision and mission for the organization as well as evaluates the organization's ability to achieve those goals.
- \*Performs other duties as necessary and applicable to the office of president as prescribed by the parliamentary laws and by-laws adopted by the organization

#### **Qualifications:**

- \*Must be a resident of a CCRC and a member of PARCR
- \*Must have basic computer skills and can use Microsoft Word, Excel, Power Point, and Zoom
- \*Has a basic understanding of Robert's Rules
- \*Demonstrates leadership qualities
- \*Must have good communication skills
- \*Ability and willingness to work as a team player