

Whidbey Audubon Society



POSITION: VICE PRESIDENT

KEY RESPONSIBILITIES

- Establish a routine to coordinate activities with the President, and assist the President
- When the President is absent, direct and administer the organizational activities, and preside at all meetings
- Review bank statements and financial reports with the Treasurer, bi-monthly
- Work with the Birds of Whidbey class leader to identify potential organizational leaders
- Mentor your successor
- Be conversant in all aspects of the organization

PURPOSE

This is an elected position for a two-year term. The Vice President is the face of Whidbey Audubon Society and provides the organization with a sense of purpose and unity when the President is absent. This requires collaboration within the organization to support and further its goals and with other entities as needed to protect the environment for birds and other wildlife now and in the future.

TOOLS AND SUPPORT

- Has an annual fiscal budget
- Receives support from the President, as needed
- Has Dropbox software "Read" access for archival documents and "Read/Write" access for storage of current documents

COMMITMENT

This is an elected position for a two-year term. Most organizational activity is scheduled between September and June, with a meeting hiatus in July and August. However, for planning purposes, this position is active every month.

QUALIFICATIONS

- Passionate about birds and wildlife, and helping the organization accomplish its mission
- Ability to lead and build consensus
- Excellent time management, communication and project management skills
- The ability to spend time on volunteer duties, approximately 10 hours per month
- Has a digital device and access to the internet, and office software basic skill level

BENEFITS TO THE VOLUNTEER

- Finding alignment with Whidbey Audubon Society's purpose and goals
- Developing a sense of purpose and community
- Interacting with interesting people of all ages and walks of life
- Learning about the beautiful and unique places that comprise the Whidbey Island natural environment
- Developing leadership skills that are useful forever

Whidbey Audubon Society is dedicated to the understanding, appreciation and protection of birds and other wildlife species and their habitats on Whidbey Island and in surrounding waters.