

<b>Job Title: Vice President</b>	<b>COMPENSATION</b>
<b>Reports to: Members, Mission Minor Softball</b>	<b>Volunteer Position (elected)</b>

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This position is responsible for the day to day operations of MMSA in absence of the President and must be willing to assume those duties if the president should be unwilling or unable to do so.

**REPORTING STRUCTURE**

This position reports to the membership of MMSA and the executive as directed by vote. This position also receives direction from the executive of MMSA.

**EXAMPLES OF WORK**

Listed examples are illustrative and representative of the tasks required of this position and are not intended to be complete or exclusive.

- Responsible for organizing and facilitating all executive meetings in absence of the president (this includes District 8 meetings).
- Responsible for attending all MMSA executive meetings. This is an elected voting position of MMSA.
- Receives direction from the President to facilitate special events or activities.
- Undertakes duties and activities as mandated by the MMSA executive by vote.

**REQUIRED QUALIFICATIONS**

- This is an elected position by the membership of the MMSA at the general meeting by charter and runs for a period of two years. The qualifications are at the sole discretion of the membership by vote.

**This position outline is a general guideline and does not represent all encompassing details. The position assumes that the incumbent has both the mental and physical requirements to carry out the above defined duties.**