

PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

Board Position Description

Position title	PNA Vice President
Start date / End date or Term length	Two-year term beginning in April of odd numbered years
Estimated hours/days required per month	3 - 8 hours per month (dependent on role/tasks assigned)
Reports to	PNA President & Board
Direct Reports	None
Role overview and purpose, and how it relates to the organization's mission	
<p>The role of the PNA Vice President is to assist the President in any area necessary. The position can also act as a succession planning capacity for the President role, or as a successive role after having served as President. In the latter case, a former President in a Vice President role can offer significant assistance to the new President, bridging the transition and ensuring a more successful outcome.</p>	
Key responsibilities	
<ul style="list-style-type: none">• Cover for PNA President, when necessary.• Learn responsibilities of PNA President.• If person is the former President, offer guidance and assistance to the current President.• Assist the PNA President in projects and/or other duties as requested.	
Key deliverables	
<ul style="list-style-type: none">• Enable leadership continuity and orderly succession.	
Recommended skills, experience and attributes	
<ul style="list-style-type: none">• Good leadership and management skills• Good communication skills• It helps to be visible and recognized by the membership	

Recommended training
<ul style="list-style-type: none"> • Become familiar with the President role and responsibilities. • If Vice President is former President, help to train the current President to promote orderly succession. • Prior involvement with the PNA organization in some manner.
Benefits for the volunteer
<ul style="list-style-type: none"> • Continued connection with the PNA volunteer organization. • Opportunity to understand the operational aspects of the PNA and USMS. • Experience that may lead to getting involved at the national level.
Benefits to USMS
<ul style="list-style-type: none"> • Another volunteer resource within the PNA
Other suggested requirements of the role
<ul style="list-style-type: none"> • Ability to lead ad hoc task forces.