

Vice President of Association

**Minnesota Association of Church Facility Managers
Member of the Executive Council**



Position

The Vice President reports to the President while working in collaboration with the Executive Council. The Vice President leads the MACFM organization through maintaining oversight of the Education and Membership committees, short term committees, and the planning of the winter and summer socials. Insuring that the committees and socials meet the MACFM Core Purpose and Values.

Term of Office: The position of vice president is the first year of a three-year sequential term. The second year is serving as President and ends with the third year as the Associations Past President. This is an elected position by the Church Members.

Responsibilities

Shared in common with Association Vice president and Past President

- Collaborate with the Executive Director and Executive Council to refine and implement strategic plans while ensuring the priorities are aligned with MACFM's Core Vision and Values in its education, activities and membership
- Cultivate a strong and transparent working relationship with the Executive Council and ensure open communication regarding programs and performance against stated goals.
- Increase efficiencies and consistency where identified throughout the organization
- Instill professionalism in the Association
- Cultivate an open and approachable relationship with church and vendor members
- Work to build a diverse membership and an inclusive Executive Council that is representative of the membership.
- Promote/represent the MACFM to external churches and vendors
- Participate in quarterly council meetings
- As a member of the Executive Council be accountable for approving the annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Perform all duties in accordance with the Association Bylaws
- Insure that your successor has received a "good hand off" into this position so they are well informed and have what is needed to accomplish the duties. This "hand off" period begins with the confirmation vote at the annual business meeting and may continue to the April Council meeting

Specific Duties

As Vice President in the first year of the three-year sequential term

- Monitor the operations of the Education and Membership committees, and any short term committees. Insuring they are meeting goals, timelines, and the Associations core purpose/values
- Maintain conversation with the Executive Director on the activity and accomplishments of all committees
- Serve as the primary Ex officio member for the Executive Director, President, Vice President team on the Education and Membership committees, and short term committees
- Plan and execute the summer and winter socials events of the Association for the Council
- In the Presidents absence facilitate the Monthly Gathering and related tasks
- Be accountable for other duties as assigned/accepted by the President or Executive Council
- Observe and prepare for the role as President where needed

Qualifications

Shared in common with Association President and Past President

- Comfortable leading from the podium representing the Association and Executive Council
- Ability to work with and lead a diverse group of people
- A good understanding of organizational processes and the ability to set clear priorities and delegate tasks
- Ability to identify issues and problem solve
- Commitment to the ongoing development of the Association
- Must be a member in good standing of both the MACFM and the NACFM