



Volunteer Job Title	DOVIA Sacramento Vice Chair		
Reports To	DOVIA Sacramento Board Chair		
Purpose	Support and study DOVIA Sacramento business practices and organization dynamics to prepare to assume Chair duties.		
Term	One year, renewable for a total of two consecutive years.		
Appointed By	Nominating Committee		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Assumes the duties of the Chair or the Secretary in their absence. 2. Works with the Chair or other Board members on assigned projects. 3. Chairs the nominating committee. 4. May serve as co-signer on the organization financial accounts. 5. Supports overall mission and activities of DOVIA Sacramento. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>A minimum of one years of service as a DOVIA Sacramento Board member. A minimum of two years of experience as a Volunteer Coordinator. Demonstrated leadership, critical thinking, and management skills. Strong digital literacy in financial management, database management, project management, website, and social media communications systems/software.</p> <p>PREFERRED SKILLS</p> <p>Working knowledge of association management software such as Wild Apricot. Familiarity with nonprofit and voluntary organizations in the Sacramento/Sierra Region. Working knowledge of marketing concepts. Strong written and oral communication skills.</p> <p>ADDITIONAL NOTES</p>			
Approved By:	Joan Cardellino, Board Chair	Date:	10/1/2020
Last Updated By:	Joan Cardellino, Board Chair	Date:	10/1/2020

Previous Version 3/2008