

**The Polish Genealogical Society of Minnesota (PGS-MN)**  
**Vice President - Job Description**

The Vice President is a member of the PGS-MN Board of Directors and serves as a back-up to the President. The term of office is two years.

***Interests/Skills/Responsibilities:***

- Member in good standing of the PGS-MN for at least one year
- Strong interpersonal, leadership, and presentation skills
- Ability to set clear priorities, delegate, and make sound decisions
- Commitment to and knowledge of the PGS-MN

***Responsibilities:***

1. Attend Board of Director meetings as a voting member.
2. Carry out special assignments as requested by the President and Board of Directors.
3. Understand the responsibilities of the President and able to perform those duties in the absence of the President.
4. Become familiar with the operations of PGS-MN. Participate as a part of the Board of Director leadership.
5. With input from the Board of Directors and Committee Chairs, review and update all position descriptions in odd years.
6. With input from the Board of Directors, review and update the Bylaws in even years.
7. Serve as President should that position become vacant mid-term by resignation, incapacitation, etc.
8. Maintain record of number of hours spent on PGS-MN officer business each year.

December 2023