



## WINGS Foundation, Inc. Job Description and Responsibilities National Vice President

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- The WINGS Vice President is a member of the Officer Director Team and of the Executive Committee.
- The WINGS Vice President will hold office for a term of one year, and no more than six successive years in the same office without an intervening year.
- The WINGS Vice President will attend all WINGS Executive and Term Director Meetings.
- The WINGS Vice President oversees all Financial Cases, is responsible for updating of the case work manual, the case work guidelines and case work training and the WINGS DATABASE.
- The WINGS Vice President is responsible for providing the Treasurer (or President) with information for check requests. Information is taken directly from the WINGS Check Request and Summary Document provided by the case worker. Once checks are issued, the WINGS Vice President is responsible for providing those confirmations to the case workers and Term Directors.
- The WINGS Vice President along with the WINGS President will assist in inquiries from companies and other nonprofit organizations wishing to begin an organization similar to the WINGS Foundation, Inc.
- THE WINGS Vice President (or designee holding a current WINGS Confidentiality Agreement (CA)) will be responsible for planning all meetings, including the WINGS Bi-Annual Executive Meeting and the Annual Term Director Meeting. Planning includes, but is not limited to; researching hotel rooms, meetings room, food, beverage and transportation. Part of the research must include 3 minimum quotes. The Vice President will be responsible for reviewing the final bill prior to payment by the WINGS National Treasurer.
- The WINGS Vice President, prior to the WINGS Term Director Meeting, will send a request to the Term Directors for their list of invitees for the WINGS Appreciation Luncheon (held every two years), send invites to the WINGS Appreciation Luncheon (held the second year of each committee (base visit) and keep a spread sheet of the names, contacts, special meal requests and response.
- The WINGS Vice President will be 'office manager' and be responsible for the everyday working of the Foundation.

*Per the WINGS Bylaws:*

*In addition to the specific duties and responsibilities herein set forth, the Vice President shall generally assist the President and shall have such powers and perform such duties and service from time to time shall be prescribed or delegated to him/her by the Board of Directors.*

*The Vice President shall, during the absence or in the event of the death, disability, retirement, disqualification, removal or the occurrence of the vacancy of the office of President for any other reason, perform the duties and exercise the power of the President.*

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

2/21/2018