



Position Description Area Vice-President

Authorization:

- Bylaws of The Villages Homeowners Advocates, Inc., (VHA)
- VHA Policy 1.3: Structure and Span of Control.

Primary Role: The Area Vice-President is a member of the Executive Board and is responsible for the assigned area. The primary responsibility is to promote The VHA Vision, Mission, and Values through interactions with VHA partners, VHA members, and Villages residents.

Essential Job Functions:

1. Recruit VHA Neighborhood Reps and provide for their orientation and training.
2. Recruit, orient, and train an Area Assistant Vice-President to share the responsibilities and to be able to replace the Area Vice-President.
3. Increase VHA membership in the Area through implementing membership recruitment programs and activities.
4. Attend monthly VHA Executive and Advisory Board meetings.
5. Meet face-to-face quarterly with area Neighborhood Representatives and VHA volunteers.
6. Send updates regularly, at least monthly, to area Neighborhood Representatives and VHA volunteers.
7. Provide speaker and programs that address issues and topics of interest in their Area.
8. Prepare area-related articles regularly for The Voice, The VHA website, and The VHA Facebook page.
9. Volunteer whenever possible to assist with VHA events and activities.

Ideal Qualifications

- VHA membership and service as a Neighborhood Representative.
- Resident in area served (*except for an interim assignment*).
- Knowledge of the VHA Vision, Mission, and Values.
- Leadership ability.
- Good communication skills.

Note: *This position description is not intended to be all-inclusive.*