

4th HOOAH WI Vice President Roles and Responsibilities

The Vice President of the 4th HOOAH WI will provide leadership to the board members, support and sustain the work of the 4th HOOAH WI, and provide leadership for strategic fundraising.

This role requires the following specific duties:

- Understand and implement the 4th HOOAH WI mission and vision statements (see below)
- Carry out special assignments as requested by the board president
- Participate as a vital part of board leadership
- Represent the 4th HOOAH WI at monthly national meetings if the president is unable
- Attend 85% of the WI board phone meetings (bimonthly) currently the second and last Wednesdays of a month at 9 p.m.
- Facilitate board meetings according to the agenda to keep meetings as effective and timely as possible if the President is unavailable.
- Attend to policy related decisions that effectively guide activities of board
- Signature holder on bank account
- Stay up to date on HOOAH financial reports
- Identify and solicit individual and/or corporate donors for the 4th HOOAH WI
- Actively participate in the planning and execution of all fundraising events
- Identify Veterans to help and bring plans to the board
- Effectively represent the 4th HOOAH WI in the local community, state, and national level as applicable.
- participate in an annual self-assessment process for the 4th HOOAH WI board
- Hold a vote at the state level
- update website and Facebook pages for events/news
- Personal qualities of integrity, credibility, and a passion for helping improve the lives of veterans in Wisconsin.