

Title
Executive Board Vice President

Job Summary

Serves as the Vice President of HansonHouse Executive Board and provides assistance to the Executive Director and Executive Board President with leadership for the on going success of HansonHouse TBI Clubhouse.

Primary Work Sites

415 Front Street, Berea, OH 44017 (440) 234-9900
17823 North Inlet Drive, Strongsville, OH 44136 (440) 846-6102

Minimum Qualifications

The Vice President:

- Has earned a bachelor degree from an accredited college or university or has equivalent experience in directing a successful organization.
 - Has experience sufficient to thoroughly understand the diverse nature of the work with traumatic brain injured persons and their caregivers to provide opportunities to be a part of the community based activities and to achieve their potential level of independence.
 - Possess three-to-five year's minimum experience in a management position of a successful organization or program.
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Purpose:

To assist the Executive Board President in the coordination of the work of the Executive Board and to perform the duties of the Executive Board President as needed.

Major Duties of the Executive Board Vice President

The Vice President:

- Assumes the duties of the Executive Board President when the Executive Board President is not available or the position is vacated.
- Assists the Executive Board President with all the functions required.
- Attends all Executive Board Meetings.
- Attends sponsored events.
- Assists in writing the Annual Report.
- Attends conferences/workshops pertaining to non-profit organizations and/or traumatic brain injury issues.
- Prepares remarks for organizations/conferences, etc as requested.
- Plans and moves forward with the growth and development of HansonHouse TBI Clubhouse.

Knowledge and Skills Required By the Position

- Knowledge of the principles and practices of non-profit association management.
 - Knowledge of accounting principles and audit procedures.
 - Knowledge of budget preparation and finance.
 - Knowledge of the diverse functions and activities of non-profit organizations.
 - Knowledge of the Ohio legislative process.
 - Knowledge of the principles and practices of effective public relations.
 - Skill in developing short and long range plans.
 - Skill in establishing priorities and organizing work.
 - Skill in management and supervision.
 - Skill in oral and written communication.
 - Skill in the use of computers and commonly used office software.
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Outreach

The Vice President:

- Maintain a presence with local, regional, state and national brain injury organizations.
- Is a member of the Ohio Brain Injury Association Greater Cleveland Chapter.
- Promotes visibility for HansonHouse TBI Clubhouse.
- Involves colleges and universities in research project and internships.
- Promotes community involvement.
- Promotes the participation of all HansonHouse TBI Clubhouse board members and Clubhouse members in national, regional, state and local conferences and workshops.
- Assists with the development of both tactical and strategic planning for the Executive Board term.
- Chairs the nominating committee to present the officer nominees for the next election year.
- Represents HansonHouse TBI Clubhouse in legislative issues that affect HansonHouse TBI Clubhouse or those affected by traumatic brain injury.

Supervisory Controls

- Executive Board officers meet with the Executive Director before each board meeting.
- The entire Executive Board of Directors sets policy directions for the Executive Director.
- The Executive Director or designee evaluates the Executive Board officers at least once annually, as may be stipulated by contract. Work is reviewed through reports and observation of activities.

Policy approved: _____ Executive Director _____ Executive Board President _____
Date and Initials for revisions _____