

PROWUS Vice President Job Description

Updated : 9/26/2020

Summary:

Assist PROWUS President, vote on scholarships, and serve as an advocate of PROWUS.

Average time / month : 2-6 hours; more during scholarship review

Essential Job Functions:

1. Support the PROWUS President with essential job functions.
2. Attend all PROWUS Board meetings and vote on matters before the Board.
3. Know the organization's mission, policies, programs and needs.
4. Serve as active advocate and ambassador for the organization and assist PROWUS President in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission.
5. Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission.
6. Participate as reviewer and voting member in the PROWUS scholarship process.
7. Participate in PROWUS fundraising activities.
8. Actively recruit additional PROWUS Board members.

