

Wixom Lake Association  
Vice-President Job Description

1. The Vice-President shall be in charge of arranging the program for the Annual Membership meeting with approval and assistance of the President and the Board of Directors.
2. The Vice-President shall assist the President in any way so requested by the President or the Board.
3. The Vice-President shall assume the duties of the President due to availability or resignation until a replacement can be elected/appointed.

7/06/2015