



Montego Bay Civic Association **BOARD OF DIRECTORS** Operational, Administrative, and Procedures **MANUAL** August 11, 2012

PURPOSE: This Board of Director's Operational, Administrative, and Procedures Manual (hereinafter referred to as the Director's Manual or Manual) is initially established by the 2011-2013 Board of Directors, to define the procedures the Board will take to carry out the duties and responsibilities required by the MBCA Declaration of Restrictions, the MBCA Bylaws, and the MBCA Articles of Incorporation. This manual is also to serve as a guideline and document the requirements for the day-to-day operations of the Montego Bay Civic Association (MBCA), Inc.

DUTIES OF THE VICE PRESIDENT

The Vice President shall perform all duties ordinarily incident to the Office of Vice President of an Association including, but not limited to, the following.

1. Ensure all arrangements are made for General Membership Meetings including reserving the meeting location, room set-up and tear down, copies of materials, communication and microphone systems, check-in tables, location for ballot counting, etc.
2. Ensure the MBCA Office is staffed and open during the times outlined in this manual.
3. Ensure a current inventory of MBCA property, with serial numbers and descriptions, and verify the listed items by sight at least twice a year.
4. Ensure the cleanliness of the Office and make housekeeping arrangements.
5. Be a non-voting ex-officio member of all Standing and Special Committees.
6. Carry out any additional duties as assigned by the President.