



PHRF NW Second Vice President - Job Expectation

Organization: Pacific Handicap Racing Fleet of the Northwest

Administrator: Board of Directors **Date of Adoption:** 013116

Adopted By: Board of Directors **Date of Revision:**

Reports to: Board of Directors

- The Second Vice President serves as Chairman of the Bylaws Committee and as a Member of the Executive Committee. The Second Vice President shall also carry out other assignments or duties as may be prescribed by the Board of Directors.
- Voting member of the Board of Directors.
- Act as President/Chair in the absence of the President and First Vice President.
- Serve on the Executive Committee of PHRF
- Assist the President in ensuring the effective action of the Board in governing and supporting the organization and oversight of Board affairs.
- Ensure that the Executive Committee and Board of Directors are aware of and fulfill their governance responsibilities in accordance with applicable laws and PHRF Bylaws.
- Serve as the Chairman of the Bylaws Committee, responsible for interpretation of existing Bylaws (if in question) and for recommending additions, deletions or changes to same.
- May be assigned to a special area of responsibility at the discretion of the Board or President.