

## Role: Vice Chair/Vice President

The primary duty of the vice president is to stand in as the chair/president when the latter is absent or unable to tend to their tasks. As such, the responsibilities of the vice chair/ vice president are similar to those of the president, which can be found here ([Link to the page for the chair/president](#)).

The vice president must also act as the liaison between them and the association when the president is not around. Basically, all of the day-to-day operational tasks that the president is usually in charge of fall under the vice president's area of responsibility. If the president cannot perform their tasks, the VP should be ready to step in and ensure the day-to-day committee operations are being done on time.

The vice president can serve as the middleman between the board and the other committees for applications that need approval. The vice president can also double-check the committee's recommendation and ensure it complies with the HOA's governing documents.

If role details and expectations are needed for clarity, please review the Chair/President role.