

Gifford Lake Association

Responsibilities for the office of Vice President

(revised Sept. 7, 2026)

The association's vice president acts as the primary second-in-command, providing direct support to the president and stepping in to lead meetings or assume presidential duties when the president is absent.

Leadership & Substitution

Stand-In President: Presides over board and general meetings, guides discussions, and signs legal or financial documents if the president is unavailable or incapacitated.

Succession Readiness: Stays fully informed on all major association matters to ensure seamless leadership continuity and stability.

General Support: Shares the administrative workload and executes specific tasks delegated directly by the president.

Operational & Committee Oversight

Committee Liaison: Serves as the primary bridge between working committees (such as Picnic, Fish and Water Quality, or other committees) and the main executive committee.

Project Execution: Helps manage special projects, which can include gathering vendor bids, reviewing vendor performance, or monitoring service contracts.

Mediation & Communication: Helps resolve disputes among members, acts as an intermediary for resident concerns, and ensures rules are applied fairly.