



Vice President – Monterey Audubon Society (VACANT)

- Volunteer Board Position

Position Summary:

The Vice President (VP) is a key leadership role within the Monterey Audubon Society, serving as a close partner to the President and a strategic member of the Board of Directors. The VP helps ensure organizational continuity, supports board governance, and assists in executing programs that advance our mission of protecting birds and their habitats through education, community science, and advocacy.

The Vice President acts as a right-hand assistant to the President and stands ready to assume leadership responsibilities in the President's absence. This role offers a rewarding opportunity for someone with strong organizational and communication skills who is passionate about conservation and community engagement.

Currently, Monterey Audubon Society does not have a minimum or maximum amount of time required to serve by our board members. New members are voted in in July (and as needed). Officers are selected by the Board of Directors, except in the case where an officer candidate cannot be selected amongst current Directors. There is no obligation for the Vice President to move into the Presidency.

Key Responsibilities:

- **Leadership Support**

- Serve as the acting President when the President is unavailable, including presiding over board and general meetings.
- Assist the President with the implementation of the organization's strategic goals and initiatives.
- Provide input on chapter priorities and policies.
- Actively participate in board discussions and decision-making.

- **Governance and Oversight**

- Serve as Parliamentarian, helping ensure meetings follow procedural order and that decisions are made efficiently and democratically.
- Be available to support and mentor committee chairs or take on oversight of key initiatives, especially in times of leadership transitions.
- Support recruitment and onboarding of new board members.

- **Committee Involvement**

- Serve on one or more committees as appointed by the Board or President.



- Help coordinate cross-committee efforts, special projects, or events as needed.

Desired Qualifications:

- Knowledge of local birds, or willingness to learn
- Demonstrated leadership or governance experience (nonprofit, academic, or civic organizations welcome).
- Strong interpersonal, organizational, and communication skills.
- Commitment to the mission and values of Monterey Audubon Society including conservation of birds and habitats of the greater Monterey Bay region
- Flexibility and willingness to step into different roles as needed.
- Knowledge of parliamentary procedure is helpful but not required.
- Knowledge of local birds and ability to lead beginner birding events is a plus

Time Commitment:

- Attend monthly board meetings (2nd Tuesday of the Month at 5:30 pm) and occasional public events.
- Approximately 4–6 hours per month, with more during events or when acting as interim President.

This is an excellent opportunity for someone who:

- Wants to deepen their leadership experience in the nonprofit or conservation sector.
- Enjoys working collaboratively to make an impact on local environmental education and advocacy.