

## **SOUTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS**

### **JOB DESCRIPTION**

**Title of Position:**       **VICE PRESIDENT**

**Position Summary:**

The Vice President of the Southern California Conference of Seventh-day Adventists shall serve as one of the senior officers of the conference and shall assist the president as requested.

**Duties and Responsibilities:**

1. Work with the president in strategic planning and development in accomplishing the mission of the conference.
2. Serve as administrative liaison for various departmental and resource ministry functions within the conference.
3. Serve as a member or chair of committees and boards as requested by the conference Executive Committee or the president.
4. Serve as a member of the Administrative Committee (ADCOM).
5. Perform all other duties as assigned by the Executive Committee or the president.
6. Preside at Executive Committee meetings in the absence of the president, the secretary and the treasurer.

**Qualifications:**

1. Should have previous denominational work experience.
2. Must know church policies and resources.
3. Must have leadership capabilities.
4. Must demonstrate aptitude for detailed office work.