

Paranormal Scientific Investigations

Vice President – Job Description

Updated 10/19/2020

Organizational Policies

Working with the president and other senior executives of AGHOST, the vice president plans, develops and enforces policies and objectives for AGHOST to ensure it maintains its values and meets established goals.

Management

Under the direction of the president, the vice president manages day-to-day activities of AGHOST. This includes developing responsibilities for volunteers, developing and mentoring them, as well as ensuring AGHOST accomplishes tasks to meet its overall goals.

Engagement

AGHOST, like most nonprofit organizations, relies on donations from the community and individuals interested in its success. The vice president creates public awareness initiatives and ensures the organization is visible to the community and those interested in assisting the group. This may include assigning members to coordinate fundraisers, community events and other programs to create responsiveness and interest in AGHOST.

Financials

Financial responsibilities include overseeing and maintaining the financial budgets. This includes ensuring AGHOST is compliant with state and federal law, allocating funds for each department, and ensuring its financial stability.

Reporting

Prepare operational and financial reports for other executives of the organization. These reports are typically presented to executives on a quarterly or yearly basis to review the organization status, as well as exchange ideas and suggest changes to improve operations.