

# ALLEN PARK HOUSING COMMISSION

## President / Vice President Job Description

In addition to the Allen Park Housing Commissioner Job Description, the President shall be required to the following:

- Facilitate monthly board meetings
- Review and sign checks for monthly and individual invoices and bills
- Review monthly agenda with Executive Director week before monthly Board meeting
- Sit on Budget Sub-Committee
- Be the voice of the Housing Commission for government affairs
- Appoints commissioners to appropriate board subcommittees, with Board consent.
- Liaison between board and executive director
- Other tasks/duties and necessary

In addition to the Allen Park Housing Commissioner Job Description, the Vice President shall be required to the following:

- Fill in for the President of the Commission in his/her absence.
- Also, sits on a Commission Sub-Committee.