

Olmsted Society of Riverside

Executive Board Vice President

Job Description

Overview

The Olmsted Society of Riverside (Society) is a non-profit volunteer organization founded in 1968. In 1868, landscape architect Frederick Law Olmsted and his partner, Calvert Vaux, were commissioned to plan a unique community just west of Chicago, Illinois. The result was Riverside, a beautiful community along the Des Plaines River, complete with curving lanes, abundant greenery, and gas streetlights. The Society greatly appreciates the willingness of its members to serve in various capacities and whose volunteer spirit makes the Society what it is today.

Mission Statement

The Olmsted Society of Riverside is dedicated to sustaining Olmsted's vision for Riverside for generations to come. Its members are guided by his concern for humanity, nature, sense of community and the innovative and thoughtful essence of his work. The Olmsted Society invites residents and visitors to join us in learning, protecting the environment, and preserving our cultural and physical heritage.

Vice President Position, Term and Responsibilities

The Society Vice President is an elected position for a term of one year, with the ability to stay in the position for up to 3 years. The Vice President plays a critical role in supporting the President during board meetings as well as promoting the society goals and focus.

Board Meetings

The Vice President will run the Society's meetings, if the President is not able to run the meeting(s). There will be no less than nine (9) meetings in each calendar year, each meeting shall be held in a different month.

Olmsted Society of Riverside (Society)

Major Responsibilities of the Vice President

- Is a member of the Board of Directors, in good standing.
- Understand the policies, procedures and By-laws of the Society.
- At board meetings provide support and promote active discussion of topics through a collegial and constructive exchange of ideas.
- Be available to step into the Presidential position, if the President is not able to continue his or her responsibility as President.
- Run the Board of Directors Meeting, if the President is unavailable for the meeting(s).
- Participates closely with the President to develop and implement officer transition plans.
- Reaches out to other key Olmsted Organizations across the US, to start the process of better collaboration and shared experiences to help promote Riverside and the work of the Olmsted Society of Riverside.
- Build relationships with community stakeholders, by reaching out to donors, other local organizations, historical societies, environmental/landscape groups, and architectural groups for possible coordination or joint partnerships on events or programs.
- Assist in coordination of the annual meeting with the annual meeting committee.
- Advocate for the organization's mission and expand its visibility within the community.
- Provide oversight and guidance to committees or teams as needed.
- Support fundraising efforts, including donor outreach, grant applications, and events.
- In September, attend a meeting, scheduled by the Treasurer with the Executive Board for a pre-budgetary discussion, to start the budget planning for the following year.

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