

Board Vice-Chair Roles and Responsibilities

Appointment: Nominated by Governance Committee and elected by the Board of Directors

Term: Officers shall hold office for two years with the possibility of two consecutive terms

Roles and Responsibilities

This position may be a successor to the Board Chair's position. In addition to the responsibilities outlined in the Board Member Roles and Responsibilities document, the Vice Chair is expected to:

- Perform the Board Chair's responsibilities when the Board Chair is unavailable (See Board Chair's roles and responsibilities)
- Work in conjunction with the Board Chair and serves as a first point of contact to ensure all committees of the Board are organized, functional and productive based on the roles and responsibilities outlined in the Committee Charters
- Serve on the Executive Committee with the Chair, Secretary and Treasurer and other Members as elected by the Board
- Serve on the Governance Committee
- Serve as an ex officio member on all Board Committees
- Work in conjunction with the Board Chair, Governance Committee and the CEO to develop and implement Board officer transition plans
- Represent the Organization at events and meetings
- Perform other responsibilities as requested by the Board Chair and/or the Board

Strategic Planning

- Work in conjunction with the Board Chair, Executive Committee, Governance Committee and the CEO on matters and activities related to the Organization's short and long term strategic vision and planning

Policies and Procedures:

- Work in Conjunction with the Board Chair, Governance Committee and the CEO to ensure that appropriate policies, procedures and practices are in place for the effective management and operation of the Organization
- Work in conjunction with the Board Chair, Governance Committee Chair and the CEO to ensure that Board members and understand policies and procedures that guide the work of the Organization

Fund Development:

- Work in conjunction with the Board Chair, Executive Committee, Donor Engagement Committee **{or equivalent insert committee name}** and the CEO to guide the fund/business development of the Organization
- Encourage all Board Members to consider **{insert organization's name}** a philanthropic priority and make annual gifts that reflect that priority