

BOARD VICE-CHAIR JOB RESPONSIBILITIES

Document/Revision Number: HR002 01	Description: Job Responsibilities for Board Vice-Chair
Prepared By: Advisory Board	Approved By: United Board
Revision Date: February 1, 2025	Sheet 1 of 1

POSITION OVERVIEW

The nonprofit vice-chair is an enthusiastic leader who sets strategy with the board, steps into the chair position when the chair is absent, ensures resources are available and provides general oversight of organizational activities. A primary responsibility is to lead individual board members to work as unit in support of the mission of the nonprofit. In this role they facilitate board meetings, show strong leadership and guide decisions by the board. This role will require 15 hours per month.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Serves as the contact point for individual board members on board issues.
2. Works with the board to set strategy, goals, and objectives for the board and ensures they are met.
3. Ensures all board members are involved in committee activities and assists committee chairs.
4. Runs board meetings in the absence of the chair and sets the agenda with the Director. Runs the meeting in accordance with Robert's Rules of Order.
5. Engages board members in deliberation.
6. Ensures appropriate voting process are in line with organizational by-laws.
7. Assists in recruiting qualified new board member candidates.
8. Raises income through donations, grants and other avenues.
9. Maintains visibility in the community and transparency of activities conducted by the organization.
10. Ensures accountability of board members.
11. Supports and supervises the Executive Director.
12. Assists in overseeing the administrative aspect of the organization.

MINIMUM QUALIFICATIONS

1. Five (5) years of progressively responsible experience or any equivalent combination of education and experience.
2. Considerable knowledge of nonprofit organizations including applicable laws and regulations.
3. Skill in resolving disputes and moving to positive resolutions.
4. Ability to plan, organize, direct and supervise the work of the organization.
5. Ability to communicate effectively verbally and in writing.
6. Ability to establish and maintain effective working relationships with Helper City and the general public.