



Vice Chair of the Board Job Description

Member of, Elected by and Reports to: The Board of Directors

Supports: The Chair of Board

Term of Office: One year; renewable for one year with the approval of a majority vote of the board.

General Responsibilities:

The Vice Chair is the secondary volunteer leader of the organization and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.

Specific Responsibilities:

- In Chair's absence:
- Presides at meetings of Board of Directors
- Serves as ex officio member of standing committees
- Works with the Chair to assist in developing the agendas for Board of Directors meetings.
- Advises the Chair on appointing volunteers to key leadership positions, including positions as chair of board committees and task forces.
- Assists the Chair by taking on responsibility as necessary for communication with Committee Chairs.
- Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
- Represents the board in the community, especially at events at which the chair cannot attend.
- Other duties as delegated by the Chair.

Qualifications:

- Commitment to and energy to support the organization and its values; an understanding of mission and goals, and the distinctions between governance and management.
- Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving the organization.
- Strong facilitation and communication skills and an understanding of group process.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the board moving.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term. Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results and student achievement.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.