

## **Board Vice President/Chair and President/Chair-Elect Job Description – An Example**

**Disclaimer:** This template is not intended as legal advice. Your organizational goals, purpose, values, and bylaws should drive the creation of this document.

**Purpose:** This position is not required but is often preferred and included in an organization’s bylaws. The Vice President/Chair and the President/Chair-Elect positions are often filled by the same person when there is planned succession. This practice ensures continuity of leadership within the board and for the organization as a whole. The bylaws and Board Succession Plan should clearly articulate this duality of roles, if applicable. The authority for this role is granted only by the full board.

The Vice President/Chair or President/Chair-Elect must be familiar with the board’s various projects and the work of its committees should they be required to assume the duties of president unexpectedly or in a shared model of leadership.

In an unstaffed organization, this position could also assume a more significant unpaid staff role to disperse the responsibilities across the board.

### **Duties and Responsibilities (at a minimum) – regardless of whether there is staff or no staff**

Attend all board meetings
Work closely with the board president/chair to become familiar with the duties and responsibilities of the board president’s position
Fill the unexpired term of a board president who resigns or otherwise moves off the board
Contribute to the work of the board without dominating or over-influencing – remember, all board members are equal in their voice regardless of title or tenure
Foster a positive and welcoming culture
Focus on the full participation of every board member
Sign approved board minutes in the absence of the secretary, president, and treasurer
<b>Optional:</b> Serve as the chair or serve on the board development committee
<b>If Chair-Elect:</b> Assume the office of board president when the current president’s term expires

### **Additional duties for organizations without staff and those with staff:**

<b>Organization without staff</b>	<b>Organization with staff (that can serve in this way)</b>
Take on an unpaid staff role to balance the distribution of tasks and oversight	Develop rapport and a positive working relationship with the CEO/executive director and board president