

## Role Description – Vice Chair of the Board of Directors

Job Purpose	The Vice Chair is responsible for providing leadership and responsibility for the society and its Committees. The Vice Chair is accountable to the Chair and shall perform those functions delegated to the Vice Chair by the Chair and as outlined in the role description.
Job Responsibilities	<p>The primary tasks of a Vice Chair are as follows:</p> <ul style="list-style-type: none"> <li>• Prepares to assume the office of the Board Chair.</li> <li>• If the Chair of the Board is absent or is unable or refuses to act, the Vice Chair shall present, preside at all meetings of the Board of Directors. The Vice Chair shall have such other duties and powers as the board may specify.</li> <li>• Attend on semi-monthly calls with the Chair, CEO, and COO.</li> <li>• Attend quarterly Board meetings.</li> <li>• Works closely with Board Chair to transfer knowledge and history to prepare for leadership.</li> <li>• Assist the Board Chair with establishing and overseeing the process for CEO recruitment, compensation, evaluation and development.</li> </ul>
Appointment & Tenure	Appointment and tenure in accordance with the Society bylaws.
Time Commitment	An estimated commitment of up to 6 hours per month plus attendance at (i) each relevant Board Committee meeting; (ii) each Board meeting and (iii) if and when required, one overnight board meeting per year.
Compliance with policies, including Conflict of Interest	The Director must ensure understanding of and compliance with all relevant Society policies and any provisions related conflicts of interest and disclosure any matters that could compromise their ability to perform as a Director.
Personal Abilities & Skills	<p>The Vice Chair should ideally have the following abilities:</p> <ul style="list-style-type: none"> <li>• Committed to making a difference in the sector.</li> <li>• Receptive to change.</li> <li>• Capable of providing informed viewpoint during group discussions at board meetings.</li> <li>• Rationally consider opposing ideas and viewpoints.</li> <li>• Strong interpersonal and communication abilities.</li> <li>• Maintain confidentiality.</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Experience in a leadership position.</li> <li>• Experience serving and leading on a non-profit governance board.</li> </ul>

	<ul style="list-style-type: none"> <li>• A familiarity with the laws and regulations governing non-profit organizations.</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Excellent knowledge and working familiarity with the society's constitution, bylaws, policies, and procedures.</li> <li>• Strong interpersonal and communication skills, comfortable with public speaking.</li> <li>• Effective managerial abilities and the capacity to delegate and collaborate with board members.</li> <li>• Capability to preside over executive, board and general meetings.</li> <li>• Good decision-making abilities.</li> <li>• Experience of planning and operations.</li> <li>• Sound financial management skills.</li> </ul>

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