

The main feature of this position description is that here, the vice-chair is the chair-elect or the incoming chair. As a board officer the vice-chair should have more responsibilities than board members who are not officers. This can include chairing a specific committee or project team such as recruitment/nominations, or board self-evaluation. The term of office indicated is in this position rather than as a regular board member that is often 3 years (renewable once)

Board Vice-Chair

Accountability

- The vice-chair is appointed in a manner consistent with the bylaws and is accountable to the Board of the Association.

Authority

- The vice-chair has no formal authority to direct board members, staff or any of the affairs of the Association. Like other board members, the vice-chair is entitled to make motions and vote on matters before the board.

Time Commitment:

- 10 hours month (preparing for meetings, board meetings, executive committee meetings, committee responsibilities, attending Association events)

Term of Office:

- One year term, renewable once.

Responsibility

- The vice chair is a member of the executive of the board,
- The vice chair will be the chair-elect. This means the position is to be filled with a person who is willing to step into the chair's position when the chair's term has ended or is vacated for another reason
- The vice-chair also chairs Board and Executive Committee meetings when the Chair is unavailable.
- The vice-chair is expected to attend all Board and Executive Committee meetings

Primary Duties:

In addition to the duties of every board member, the vice chair is expected to

- Participate in the preparation of the board and executive committee meeting agendas
- Assist the chair in managing board and executive committee meetings

- As a member of the Executive Committee plan and prepare for the annual general meeting (AGM)
- Participate in the preparation of an annual statement from the board (board or governance report) for presentation at the AGM and inclusion in the annual report
- Serve as chair of one Board committee (*may be specified here*)

Qualifications

The vice chair must:

- Be committed to, and a clear understanding of the mission of the organization
- Be knowledgeable of meeting procedures and facilitation techniques
- Be familiar with the Association's bylaws, governance policies and decision-making (key governance items, motions and voting) procedures
- Have a minimum of one year of experience on the Board

Resignation

- The vice-chair may resign from the position, but not necessarily from the board, for personal reasons or an inability to meet the responsibilities of the position.

Removal of Vice Chair

- The vice-chair may be removed from this position and from the board for any of the reasons specified for other board members
- Unless otherwise indicated in the by-laws, the vice-chair may be removed by a special resolution of the Board for which advance meeting notification has been given to all directors, and where the resolution is duly moved and seconded and passed by a majority of directors present.

Note: This sample policy may be freely used and adapted by non-profit organizations without permission or acknowledgement.