



# Job Description: Board Vice President

**Job Title:** Board Vice President  
**Reports to:** Board of Directors

## **Job Summary**

The Vice President performs the duties of the President in their absence. The Vice President leads the Board to develop and achieve long term and annual goals.

## **General Responsibilities and Functions**

- Chairs Board meetings and general meetings in the absence of the President.
- Leads the Board in the development of the organization's strategic plan.
- Monitors board and committee work plans.
- Convenes and chairs the Nomination Committee.
- Convenes and chairs the Strategic Planning Committee.

## **Knowledge and Experience Required**

- Experience in working with non-profit organizations.
- Knowledge of the Robert's Rules of Order.
- Knowledge of the organization and its activities.

