**Vice Chair**

 **Job Description**

**Board Term of Office:** The Vice Chair may serve up to 2 years.

**Responsibilities:** In addition to the job description for a board member of the GBPC, the Vice Chair is expected to:

* Support the Chair in achieving the club’s goals
* Be well informed of the club activities and able to provide oversight
* Be forward thinking and committed to meeting the overall goals of the club
* Develop good relationships with the Directors, club members, working collaboratively with all groups
* Perform the duties of the Chair in the absence or disability of the Chair
* Serve as a spokesperson for the club when required
* Be a good role model and a positive image for the organization in representing the club
* Perform other duties as may from time to time be established by the Board
* Orient the new Vice Chair

**Time requirements:**

* The board meets approximately every 4-6 weeks
* Work involves approximately 1-2 hours per week

**Skills required:**

* Leadership skills
* Computer skills
* Organizational skills
* Communication and collaboration skills

**Date of Original Approval:** December 12, 2023