

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