**BOARD VICE PRESIDENT | JOB DESCRIPTION**

**Purpose:**

To maintain leadership continuity by performing the duties of the board president in his or her absence.

**Responsibilities:**

1. Attend all board meetings.

2. Know the organization and the board president’s duties.

3. Be prepared to perform the board president’s duties when called to do so.

4. Work closely as a consultant and advisor to the board president.

5. Develop rapport and a close working relationship with the executive director and board president.

6. Carry out special assignments from the board president.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_