Job Description: Chapter Vice Chair

Responsibilities

• Act as support person to the chair, acting as a sounding board and participating in discussion.

• Act as a support person for the executive committee and other leaders.

• Assume the duties of the chair if he or she is unavailable:

• Preside at the executive committee and general membership meetings when asked by the chair or when the chair is unavailable.

• Prepare and mail agendas, as needed.

• Fill in for chapter secretary on occasion, as needed.

• Sign correspondence, as needed.

• Make public statements.

• Before leaving office, train a replacement.

Duties

The vice chair’s duties are established by mutual agreement with the chair and the executive committee, and should be designed to best serve the chapter and best use the vice chair’s talents. The duties may involve coordinating all the activities of the conservation task force, if the vice chair has a conservation background. A vice chair who is more organizationally oriented might oversee the work of internal committees. The duties of this position are flexible, depending on the vice chair’s experience and interest.

Key Contacts

• Greg Casini, Chair of Organizational Effectiveness Gov Com, (303) 861-2844
• Greg Casini, Chapter & Groups Effectiveness Committee, (303) 861-2844
• Julia Reitan or Michael Lynch, Volunteer & Activist Services, (415) 977-5577