



JOB DESCRIPTION: Vice PRESIDENT

Type of Position: Executive Board Member

Term: 2 years (2019/20 – 2020/21 School Years)

Time Commitment: Medium

RAM RAC is currently seeking a Vice President of the Board for the 2019/20 & 2020/21 school years – with duties being assumed on or about June 13, 2019.

It is anticipated that the overall level of commitment of the Vice President of the Board would on average be 3-5 hours a week, with meeting weeks being slightly more given time required for prepping for and attending both Executive Board and RAM RAC committee meetings.

❖ **General Executive Committee Board member duties include the following:**

- Attend meetings and show commitment to Board activities
- Be well informed on issues and agenda items in advance of meetings;
- Participate on one or more committees or in an ad hoc manner, as requested by the Board President, Vice-President
- Monitor public response to the work and policies of RAMRAC
- Participate in Board orientation meetings to ensure organizational
- Provide candid, open and honest feedback and evaluation when appropriate
- Take initiative in informing the organization about opportunities for program development
- Identify individuals in the community for volunteer participation or funding support
- Support the organization and its officers in times of crisis or controversy
- Provide sensitivity and support to staff member and other Board members as they perform their duties
- Exercise loyalty to the RAMRAC and its members, and respect confidentiality regarding internal affairs
- Provide leadership within the Board and in the community on behalf of the RAMRACX and its programs;
- Serve as an informal advocate for RAMRAC in the community

❖ **Personal Characteristics to Consider**

- Attend all board and committee meetings and functions, such as special events.
- **Ability to:**
 - ✓ listen, analyze, think clearly and creatively,
 - ✓ work well with people individually and in a group.
- **Willing to:**
 - ✓ Prepare for and attend board and committee meetings
 - ✓ Ask questions,
 - ✓ Take responsibility and follow through on a given assignment

- ✓ contribute possible financial resources according to circumstances,
- ✓ open doors in the community, etc.
- **Develop certain skills if you do not already possess them, such as to:**
 - ✓ Cultivate and solicit funds
 - ✓ Cultivate and recruit board members and other volunteers
 - ✓ Read and understand financial statements, learn more about the substantive program area of the organization
- **Possess:**
 - ✓ Honesty,
 - ✓ Sensitivity to and tolerance of differing views
 - ✓ Friendly, responsive, and patient approach
 - ✓ Community-building skills
 - ✓ Personal integrity
 - ✓ A developed sense of values
 - ✓ Concern for RAMRAC's development
 - ✓ A sense of humor

❖ **High-level Job Description:**

- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Serve as a trusted Advisor to the President of the Board and Board's Governance committees
- Stay informed of and **informed of and meet all legal and fiduciary responsibilities.**
- Participate as a vital part of the board leadership
- Review and provide input regarding the agenda and supporting materials prior to Board and committee meetings
- Participates closely with the board to develop and implement officer transition plans
- Performs other responsibilities as assigned by the Board
- Represents RAM RAC as an active or board member
- Appoint incoming standing and ad hoc committees
 - ✓ Sets tone for the committee work
- Fulfill all responsibilities and obligations as a voting Board member

❖ **Assists with the Role of President of the Board:**

- Come from a RAM RAC member club in good standing
- Attend all board and committee meetings and functions, such as special events
- Be informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve as chief elected officer and see to it that decisions, orders and resolutions of the board of directors are delegated and carried out
 - ✓ Serve on committees or task forces and offer to take on special assignments
 - ✓ Provide leadership to the Board of directors, who sets policy and to whom the Executive Director is accountable



- ✓ Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements
- ✓ Discuss issues confronting the organization with the Executive Board.
- Inform others about the organization
- Keep up-to-date on developments in the organization's field
- Follow conflict of interest and confidentiality policies
- Use parliamentary procedure for all business meetings according to Roberts Rules of Order
- Ensure that election of officers occurs in a timely fashion in accordance with the bylaws and constitution.
 - ✓ Work with the Nominating Committee to recruit board of director members when a vacancy occurs
 - ✓ Suggest possible nominees to the board or committees who can make significant contributions to the work of the board and the organization
- Encourage board's role in strategic planning. Appoint the chairpersons of committees, in consultation with other board members.
- Help guide and mediate board actions with respect to organizational priorities and governance concerns.
- Deliver report for annual RARAC membership meeting.
- Perform other responsibilities assigned by the board
- Transfer, upon finishing term or resignation, all records to successor and orient new President