



## **Role description – Committee Vice Chair**

Purpose: A committee vice chair helps the chair in lead members and activities of the committee to ensure it meets goals and objectives.

### **Role description:**

- Work with Chair to oversee logistics of committee operations.
- Maintain communication and work closely with ED, staff coordinator, members, and liaison.
- Help chair run meetings.
- Help ensure distribution of meeting minutes.
- Recruit volunteers and new leadership.
- Maintain close liaison with subcommittees.
- Prepare and learn all roles and responsibilities of chair.
- Readily fill in and take over job of chair in case of chair absence or chair need.
- Participate as a committee member in all roles and responsibilities.

### **Qualities:**

- Willingness to lead committee.
- Possesses relevant knowledge.
- Possesses necessary skill to run an effective meeting.
- Exhibits good leadership skills.
- Displays excellent communication and interpersonal relationship skills.
- Has a sense of impartiality, fairness and ability to respect confidences.
- Is decisive and capable of follow up.
- Maintains good time keeping.
- Has clear understanding of roles and responsibilities of the committee chair position.
- Willing to support and promote mission of SCCDS and comply with SCCDS policies and guidelines.
- Is able to work closely with other volunteers.

### **Success Criteria:**

- All members participate and exhibit a sense of teamwork.
- Committee completes tasks and meets goals.
- Committee creates new projects that keep members engaged.

- Committee reports on time to board.

**Responsibilities:**

- Attends SCCDS strategic planning meetings and assists in developing the committee objectives.
- Uses strategic plan to guide work of committee.
- Assists chair to inform committee members of objectives and their expected individual contributions and responsibilities.
- Helps to coordinate with staff coordinator and board liaison to set meetings and notify members of date, time and place of meeting. Prepares and distributes meeting agendas and relevant information to committee members.
- Delegates responsibilities to committee members.
- Involves all members of the committee in the decision making.
- Reports work of committee to board.
- Keeps a written file of the committee's work such as minutes/events
- Identifies potential leaders among the committee members.
- Helps to insure an effective relationship between:
  - o the committee and the staff/volunteers
  - o the committee and the external stakeholders/community
  - o the committee and other committees
- Prepares him or herself to eventually serve as committee chair.

**Training Resources:**

- Board liaison and board members
- Executive Director and staff coordinator
- Members of the Leadership Development Committee