

CONSERVATION FOUNDATION OF LANCASTER COUNTY **(CFLC)**

BOARD VICE-PRESIDENT JOB DESCRIPTION

POSITION OVERVIEW:

The Vice-President of the Board's primary responsibility is to assist the President of the Board of Directors in performing his/her duties and responsibilities as listed below. In addition to general support to the Board President and the District's Assistant Manager, the Vice-President will have a specific mandate to monitor board training and ensure directors and associates know the Foundation's policies and programs and where to find them. They will also encourage all directors to attend meetings and participate in committee assignments.

The Vice-President position is one of four positions (President, Vice-President, Treasurer, and Assistant District Manager) forming the Executive Committee and can rely on the support and counsel of that leadership team to help make organizational decisions in the absence of the President.

The Vice-President position has a one-year term that is filled by an election of their peers at the Foundation's annual reorganization/planning meeting.

REQUIREMENTS:

All members of the Conservation Foundation of Lancaster County's Board of Directors are expected to fulfill the roles and responsibilities listed in the Director Position description. Specifically, advocating for the Foundation and programs within the Foundation. In addition to the expectations of a Board Director, the Vice-President has the special responsibility of supporting the Foundation leadership by unifying and leading the Board of Directors, as well as facilitating their meetings and ensuring the integrity and accountability of the organization's leadership.

RESPONSIBILITIES:

A full list of duties of the Board President is listed in their Position Description, but in their absence, the Vice-President may be responsible for:

1. **Unifying the Board** around a common purpose of the organization's vision and mission statements.
2. **Leading the Board** and proactively seeking ways to keep the board informed and take timely action in the mission's best interest.
 - a. The Vice-President should also be responsible for understanding the legal and ethical roles and responsibilities of the board of directors and fully fill the President's role as a de facto member of all board committees and assist the committee chairperson to identify and resolve issues.
 - b. The Vice-President may also be tasked with representing the organization in other organizations and committees.

c. The Vice-President may also be asked to be an authorized signer of legal documents. In this capacity, they may also be authorized to sign or countersign checks, correspondence, applications, reports, contracts, or other documents on behalf of the organization.

3. **Facilitate Meetings** – The Vice-President should partner with the Assistant District Manager to create meeting agendas and lead the meetings, ensuring proper procedures are followed and actions taken when the President is unavailable.

The Board Vice-President must be familiar with Robert's Rules of Order and have the communication and time-management skills needed to avoid aimless discussion and instead guide members to strategic conversations and action.

4. **Ensuring Accountability** – The Vice-President may be tasked with ensuring the accountability of the Foundation's board members by conducting regular performance reviews of the Directors.

This position description has been designed to indicate the general nature and level of tasks performed by a Director in this position. It is not intended to contain or to be interpreted as a comprehensive listing of all duties, responsibilities, and qualifications required for this position. This job description is subject to change but remains in effect until superseded or canceled in writing by approval of the full Board of Directors.

Signed _____ Date _____