

## **Job Description – Vice Chair of the Board of Directors**

### **Vice Chair:**

The Vice-Chair will preside in the absence of the Chair and shall assume the responsibilities of the Chair when this officer is unable to perform the duties of the office.

1. The Vice-Chair will also provide leadership and coordination for the evaluative duties of the executive committee, as well as training and development of Board members.
  - a) Ensure a new Board member orientation is provided and Board members receive continuous training; in addition, the Committee will ensure appropriate participation in BHECM-mandated training.
  - b) In collaboration with the Director, participate in BHECM-mandated evaluative processes and procedures of the full ministry of the Foundation; the Committee will also ensure that staff and Board leadership participates in any ongoing assessments of those processes and procedures with the BHECM.
2. The Vice-Chair should provide the leadership necessary to lead a Nominations Team or Committee. This is to ensure that all board positions, teams or committees are filled with qualified personnel.
  - Recruitment for board members based on talents needed to sustain the campus ministry. Ask potential candidates to complete a board application form to gather information about skills and interests and where they have served previously. Provide a board job description and invite to attend a board meeting or to speak with selected board members.

