

## VICE CHAIR POSITION DESCRIPTION

March 3, 2024



**Position Title** – Vice Chair, Stars Board of Directors (Board)

**Position Type** – Volunteer (Estimated 10 - 12 hours per month)

**General Description** – The **Vice Chair** is an official officer of the Corporation. In case of the absence of the Board Chair, the **Vice Chair** shall perform the duties of the Board Chair. When so acting, the **Vice Chair** shall have all the legal powers of and be subject to the restrictions upon the Board Chair. The Vice Chair may also serve as chair of one or more committees.

### **Duties and Responsibilities**

- Serve as a backup leader to the Board Chair so the Board is never without leadership;
- Run Board meetings as requested and in the Board Chair's absence;
- Serve as the nonprofit's spokesperson as needed and as delegated by the Board Chair; and
- Complete special duties as requested by the Board Chair and/or assigned by the Board.

### **Qualifications for the Position**

- A demonstrated interest in the organization's mission and goals.
- A track record of Board leadership (desirable but not required).
- Leadership experience in business, government, philanthropy, or the nonprofit sector (desirable but not required).
- Interest in attracting other well-qualified, high-performing Directors (desirable but not required).
- Specific experience and/or knowledge in at least one area: administration, human resources or personnel management, program or project management, planning, finance, development, community relations, programs, technology, legal, or marketing.
- Represent a key aspect or segment of the population of the community.
- Willingness to participate in some program activities.
- A willingness to inform the Board of all actual and potential conflicts of interest relating to the general purpose and activities of the organization and to any specific issues before the Board.
- Use of personal and business relationships for Board fundraising activities (desirable but not required).
- Leadership experience (desirable but not required);
- Experience in business, government, philanthropy, or the nonprofit sector (desirable but not required);
- A willingness to spend about 10 to 12 hours per month average on STARS governance matters. Involvement includes Board meetings, committee meetings (when appropriate), and special requests.
- Commitment to participate in board and committee meetings.

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### Key competencies

- A commitment to and understanding of STARS' stakeholders and constituents, preferably based on experience
- Diplomacy skills and a natural affinity for cultivating relationships and building consensus among diverse individuals. Personal savvy, persuasion skills, and facilitation skills are also desirable.
- Personal qualities of integrity, credibility, and a passion for improving the lives of STARS' customers;
- Effective oral and written communication skills to represent the organization to communities of interest and within the STARS organization

Service on STARS' Board of Directors is without remuneration, except for reimbursement for administrative support, travel, and accommodation costs in relation to Directors' duties.