

## **BOARD MEMBER ROLE #1: CHAIRPERSON**

To function effectively, every group needs a passionate leader. Your chairperson—also commonly referred to as the president—serves as your chief elected officer. As the leader of your board, there are many responsibilities that this individual takes on.

Here are a few duties that are commonly assigned to the chairperson:

- Presides at board meetings
- Appoints people to committees and assigns committee chairs
- Serves as the contact for board issues
- Sets goals and objectives with the board and ensures they are met
- Holds members accountable for attending meetings

It's important that this nonprofit board role is filled by a qualified and passionate individual. Your chairperson should be approachable and an objective listener. They should be a strategist and be incredibly knowledgeable about the organization. Selecting a well-rounded and respected chairperson will prove invaluable to your team.

## **BOARD MEMBER ROLE #2: VICE-CHAIR/CHAIR-ELECT**

The vice-chair—also commonly referred to as the chair-elect or the vice president—generally offers support for the board chair and other leadership when needed. Think of the vice-chair as the future leader of your organization's board.

The vice-chair tackles the following duties:

- Prepares to assume the office of the board chair
- Fulfills the board chair's duties when the presiding officer is absent or if that office becomes vacant
- Assists the board chair in the execution of his or her duties
- Serves on committees as requested to learn the operations of the board
- Works closely with the board chair to transfer knowledge and history to prepare for leadership

Ideally, this board member role will be filled by someone who possesses similar qualifications as the current presiding officer. They'll be able to step up whenever need-be.