



Vice Chairman of the Board of Directors Job Description

Mission

The mission of Communities In Schools of Madison County is to surround students with a community of support, empowering them to stay in school and achieve in life.

Position

As a partner to the Executive Director and other board members, the Board Vice Chair will provide leadership to Communities In Schools of Madison County (CISMC). The Board Vice Chair will support and sustain the work of CISMC, and provide governance leadership and strategic fundraising support. Along with the requirements of being a member of the Board of Directors, the Board Vice Chair's specific responsibilities include:

Leadership, governance, and oversight

- Being a trusted advisor to the Executive Director as she/he assists the Board Chair in developing and implementing CISMC's strategic plan
- Assists the Board Chair in Developing and managing relationships and communicating with: funders, partners, and other stakeholders
- Participating in an annual performance evaluation of the Executive Director
- Assisting the Executive Director and Nominating Committee in recruiting board members
- Periodically consulting with board members on their roles and helping them assess their performance
- Planning, presiding over, and facilitating board and committee meetings when the Board Chair is not able to participate; partnering with the Executive Director to ensure that board resolutions are carried out
- Acting as an ambassador for the organization and to assist the Board Chair as needed

- **Board terms**

- CISMC's Board Vice Chair (and board members) will serve a three-year term and be eligible for re-appointment for additional terms. Board meetings will be held monthly, excluding July and committee meetings will be held in coordination with full board meetings.

- **Qualifications**

- This is an extraordinary opportunity for an individual who is passionate about the success of CISMC's beneficiaries and who has a track record of board leadership. The selected Board Vice Chair will have achieved leadership stature in business, government, community leadership, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.
- Ideal candidates will have the following qualifications:
 - Extensive professional experience with significant executive leadership accomplishments in business, government, community leadership, or the nonprofit sector
 - Demonstrated success as a nonprofit board member
 - A commitment to and understanding of CISMC's beneficiaries and mission preferably based on experience
 - Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
 - Excellent written and oral communication skills coupled with natural affinity for public speaking
 - Personal qualities of integrity, credibility, and a passion for improving the lives of CISMC's beneficiaries

Service as CISMC's Board Chair is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties.