



Vice Chair of the Board of Directors Job Description and Expectations

Position Summary:

The Vice Chair shall perform the duties of the Chair in his/her absence. (See Chair Job Description)

The Vice Chair shall be responsible for:

- Attending all board meetings.
- Carrying out special assignments as requested by the Board Chair.
- Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence.
- Participate as a vital part of the board leadership.

Length of term: The term of office shall be for two years. An officer shall hold office until the successor has been duly qualified and appointed.

Meetings and time commitment:

- The board of directors meets monthly on the last Friday of the month, 9:00 a.m., in Fort Worth. Meetings typically last 90 minutes.