

VICE PRESIDENT

Overview:

Part of the Executive Board of Directors. Attends monthly Board meetings, executive meetings, annual Board retreat and any event the President cannot attend. Relationship building and strengthening is a priority.

Time Commitment:

10-15 hours per month. These include Board meetings, executive meetings and email correspondence. Time may vary depending on the month and planned events. November and January require more time commitment due to annual Board retreat and the annual member meeting.

Responsibilities:

- Function in essence as the Board of Director's "doula". This position is the 'people person' of the board and is less concerned with documents and details than other roles.
- Possess a larger perspective of the work and position of the organization.
- Support board members in developing their programs. Consult with all Board members periodically on their roles, and how they are feeling about Board/Committee work.
- Direct formal process of recruitment of new board members. Tracks tenure of board members, and assists each of them in planning seamless transitions when positions change.
- Create, maintain and carry out an orientation process for new board members.
- Institutionalize a practice of communicating the organization's history for new board members, leaders, members, and the community.
- Organize all non-business aspects of Annual Retreat including food, location and social activities.
- Organize all non-business aspects of Annual Meeting including food, location, volunteers, marketing and social activities with support from the board.
- Oversee direction of Community Outreach Committee and Hospital Ambassador Committee which includes Public, Care Provider and Doula branches. Meets with Chairs of these committees collectively, as needed.
- Attend all board meetings, annual retreat and annual meetings.
- Create a monthly report for the Board Minutes.
- Submit information about ongoing projects and events to E-newsletter
- Create an annual budget for line items that role is involved with.
- Be aware of ongoing expenses/income for budget items for VP activities
- Act as a member of the Executive Team and engage with all activities listed under its responsibilities
- Shall assist the President in the discharge of duties as required and in the absence or inability of the President to act, shall perform the President's duties.
- The Vice President shall turn over all files, papers, records and all other material pertaining to the operation of the office to his/her successor at the termination of the term of office.
- Form committees annually for review of: Bylaws, Standards of practice, and code of ethics.