**Job Description: Vice Chair**

**Scope of the Position**

The Vice Chair is elected from the current Directors by the membership and is an Officer of the Board of Directors. In the event of the inability or absence of the Chair to perform his or her duties, the Vice Chair shall assume and discharge all duties of the Chair. The Vice Chair works to support the Chair and the Executive Committee in the general supervision over the affairs of NYSSA. The Vice Chair is tasked with ensuring that incoming and returning Board members receive adequate orientation and training to perform their assigned duties. This entails knowledge of NYSSA governance structures as well as salient skills and qualities of Board members. The Vice Chair is a member of the Executive Committee and a seasoned NYSSA Board member. As such, the Vice Chair provides an objective and well-qualified point of view to the other members of the Executive Committee and to the Board. The Vice Chair represents the best interests of NYSSA’s membership and the profession, and may be called upon by the Board to represent NYSSA in a variety of venues. The time commitment to be considered is 10-15 hours per week in general, but may be more during times of heightened activity.

**Duties and Responsibilities**

* Attend all Board of Directors, Executive Committee, and Annual Meetings, preferably in person.
* Serve on the Executive Committee, strive to add to NYSSA’s senior management strength.
* Exercise all powers and duties of the Chair during the Chair’s absence or in the event of the Chair’s inability to act.
* Ensure onboarding training for new Directors and refresher training as needed for all current Directors and Officers.
* Collaborate with Governance Committee on review of governance documents to ensure that they are valid and relevant.
* Collaborate with Nominations Committee to determine and advocate for skills and qualities needed from future Board members.
* Serve as a NYSSA co-signatory for legal and financial purposes.
* Perform such other functions as determined by the Board.
* Assume the basic duties and responsibilities of a Director-at-Large.

**Desired Skills and Experience**

* Member of the Executive Committee: minimum 1 year prior board experience required
* Experience with governance, finance, personnel, programs, or technology
* Proven executive leadership and/or entrepreneurial skills
* Well-connected and well-reputed with access to senior industry professionals
* Excellent communicator in written and verbal mediums
* Current NYSSA member in good standing
* History of involvement with NYSSA