

## **Board Member Job Description**

**September 2020**

### **Vice Chair**

#### **Position Summary**

Assist in overseeing overall affairs and leading strategic initiatives of ynpnGO, both internal and external. Facilitate monthly board meetings when Board Chair is not present and support other board members as needed. Must be employed by a nonprofit organization.

#### **Roles and Responsibilities**

- Maintain and grow strategic partnerships on behalf of the organization by adhering to existing MOU agreements between ynpnGO and other organization as well as determining levels of partnership with new organizations
- Collaborate with Board Chair in creating meeting agendas and leading meetings
- Act as ynpnGO spokesperson at non-ynpnGO events to promote the organization
- Coordinate/facilitate annual retreat and other mini-retreats in collaboration with Board Chair
- Support Treasurer in overseeing all operational contracts and other payment obligations
- Facilitate strategic planning and other long-term planning initiatives
- Support maintenance of ynpnGO's 501(c)3 status by assisting with legal filings as needed
- Collaborate with other board members on overarching organizational strategies and specific projects as well as support other board members' roles and responsibilities as needed
- Develop ways to gauge involvement and satisfaction of constituents

#### **Knowledge, Skills, and Abilities**

- Strong verbal and written communication skills, comfortability with public speaking
- Strong meeting facilitation and delegation skills
- Basic knowledge of 501(c)3 legal requirements helpful
- Strong organizational skills and attention to detail
- Self-motivated and able to motivate others
- Creative and strategic thinker to promote mission of ynpnGO