



Leadership Responsibilities Description: Vice Chair of the Academy Board of Trustees

In addition to the expectations listed in the Leadership Responsibility Description of an Individual Member of the Academy Board of Trustees (Academy BoT), the Vice Chair shall assist the Chair in the performance of his or her duties; serve in an advisory capacity to the board; assume the position of Chair pro-tem in the Chair's absence, incapacitation, or resignation; and in general, perform all the duties incident to the office of Vice Chair. Specific duties of the Vice Chair of the Board include the following:

General Responsibilities

- Prepare to assume the office of the Board Chair.
- Recommend to the Board all Academy committee appointments commencing with the Board Vice Chair's assumption to Board Chair, including Chairs and Vice Chairs.
- Perform any duties as assigned by the Board Chair.

Meetings

- In the absence of the Board Chair, preside at all meetings of the Academy BoT and Academy membership.
- Attend all Academy Board meetings.

Relationship with the Executive Director and Director of Certification

- Support the Executive Director and Workforce Innovation Officer to foster a relationship based on mutual trust and respect.

Fiduciary Responsibilities

- Work with the Treasurer to oversee The Academy's Business Plan and Budget.

Ambassadorial Service

- When asked, speak to the media and the community on behalf of the organization in accordance with the ACRP Global Media and Communications Policy; represent and promote the organization in the community through regular Chapter involvement and at conferences.

Monitoring and Review Schedule



Monitor as needed and reviewed by Academy BoT every two years.

Dates Reviewed by Academy BoT

May 15, 2012

March 5, 2017

Dates Modified by Academy BoT

March 5, 2017

Dates Approved by Academy BoT

May 15, 2012

March 5, 2017