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BRD-06-02.08.04 Board and Board Members

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

In addition to the expectations listed in the Leadership Responsibility Description of an Individual Member of the Association Board of Trustees (ABoT), 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 ACRP committee appointments commencing with the Board Vice Chair's assumption to Board Chair, including Chairs, Vice Chairs and ABoT Liaisons. Vice Chair will consult with Committee Chairs, Executive Director, Staff Liaison and other relevant staff in the development of committee rosters.
- Serve as a member of the Executive Committee, Finance Committee, Governance Committee, and other committees as assigned by ABoT. Perform any duties as assigned by the Board Chair.

Meetings

- In the absence of the Board Chair, preside at all meetings of the ABoT, Executive Committee and ACRP membership.
- Attend all ACRP Board and Executive Committee meetings.

Relationship with the Executive Director

- Support the Executive Director and foster a relationship based on mutual trust and respect.

Fiduciary Responsibilities

- All trustees have a fiduciary responsibility to oversee ACRP's financial performance. Trustees will regularly assess the organization's financial policies and procedures, approve the annual budget, and review financial reports and audits to ensure that the organization has the resources necessary to carry out its mission and support its headquarters' operations.

Ambassadorial Service

- When asked represent and promote the organization in the community through regular Chapter involvement and at conferences.



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MONITOR AND REVIEW SCHEDULE

Monitor as needed and review every even year by the Governance Committee.

Dates Reviewed by Committee

June 2013
August 1, 2016

Dates Modified by Committee

June 2013
March 4, 2016 (by staff to remove references to APCR)
August 1, 2016

Dates Approved by Committee

August 1, 2016
June 2013

Dates Reviewed by ABoT

May 24, 2012
June 20, 2013
August 10, 2016

Dates Approved by ABoT

May 24, 2012
June 20, 2013
August 10, 2016