

EducationBoardPartners

great boards. great schools.

Job Descriptions for Charter School Board Officers

Vice Chair

Overview

The vice chair of a board is essentially the board chair's understudy and second in command. In the event that the board chair is absent, temporarily unable to perform his/her responsibilities, or permanently unable to continue in the position, the vice chair acts as the board chair. Under normal circumstances, the vice chair assists with the overall functioning of the board and serves as an advisor and deputy to the chair. An active and engaged vice chair with clear roles and responsibilities can be a tremendous asset to a charter school board, as he/she can share the workload that typically falls solely on the chair's shoulders (a hardship that frustrates recruiting a strong board chair).

On some boards, the position of vice chair is a chair-elect position, which means that after serving for one or two years, the vice chair automatically moves into the chair role. Because this process is not uniform across all boards, the bylaws should clearly outline the process for board chair succession.

The process for selecting and installing officers should be contained in your board's bylaws. Having thoughtful job descriptions for every officer helps set high expectations and ensures that the board selects people with the right characteristics, experience, and expertise for the roles. This tool provides a job description for a charter school board vice chair.

Responsibilities

The vice chair helps the board chair lead the full charter school board to achieve its goals and operate in accordance with its bylaws. The vice chair also:

- Attends all board meetings
- Executes specific projects at the request of the board chair¹
- Helps the board chair develop and implement officer transition or succession plans
- Understands the responsibilities and duties of the board chair, and is ready and prepared to stand in for the board chair as needed
- Actively recruits new board members, and helps to retain current board members

¹ This could mean chairing an ad hoc committee, providing extra support to a flagging committee, monitoring committees' progress toward their goals, and/or leading the process for the evaluation of the school leader.

- Provides leadership and direction to the board in concert with the board chair
- Ensures transparent communication between all board members