



Position Description: Committee Vice-Chairperson

This position is typically a successor to the Chair position. In addition to the responsibilities outlined in the Committee Member job description, this position:

- 1) Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
- 2) Reports to the Committee's Chair
- 3) Works closely with the Chair and other staff
- 4) Participates closely with the Chair to develop and implement leadership transition plans.
- 5) Performs other responsibilities as assigned by the Board.
- 6) Assists in recruiting Committee members.
- 7) Develops Committee members for succession planning purposes.
- 8) Seeks to identify core volunteers interested in increasing roles within WISE.