



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHAIR-ELECT JOB DESCRIPTION – SAMPLE

General responsibilities:

Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.

Duties:

1. Prepares to assume the office of the CVO.
2. Fills the office of board chair should that office become vacant, and subsequently fills the office of chair for a regular term as is entitled to the chair-elect.
3. Assists the board chair in the execution of his or her duties
4. Coordinates the liaison activities between the board committees and task forces as deemed appropriate.
5. Serves on the executive committee and any other committee that will prepare her/him to assume the position of CVO.
6. Performs any other duties as assigned by the board chair.

Reporting:

The chair-elect reports to the CVO.

Time Commitment:

As required to accomplish major duties.

REQUISITE QUALIFICATIONS:

The chair-elect must display a commitment to YMCA and an understanding of YMCA and its principles, mission, goals, services, and the responsibilities and relationships of governance and management of paid and volunteer staff.