



POSITION DESCRIPTION, CHAIRPERSON-ELECT

From time to time as provided in the bylaws, the Board may designate the Vice Chairperson as a Chair-Elect.

In such cases, the Chair-Elect's responsibilities go beyond the usual role of a Vice Chair to lead the board in the Chairperson's absence. The responsibilities of a Chair Elect include:

1. **Chair meetings.** Preside over meetings in the absence of the Chairperson.
2. **Orientation plan.** Develop, with guidance from the CEO and the current Board Chair, a personal orientation plan to prepare for assuming the chairmanship. The plan may include:
 - Educational briefings on pertinent topics and issues facing the organization
 - Meetings with the current Board Chair and CEO, respectively
 - Participation with the CEO and other board leaders in outside leadership conferences
3. **Committee chairmanship.** Chair a major board committee and serve on one other board committee.
4. **CEO relationship.** Develop a positive, collaborative relationship with the CEO. Before assuming the chairmanship, meet with the CEO to clarify expectations about frequency of communications, issues requiring consultation, and any confidential matters requiring the Chair's knowledge.