**Communities In Schools of XXXX County**

**Board Job Description – Vice Chair**

* Understand the responsibilities of the Board Chair and be able to perform these duties in his or her absence.
* Participate as a vital part of the board leadership.
* Serve on the Executive Committee
* Attend all Board Meetings and Executive Committee Meetings
* Carry out special assignments as requested by the Board Chair
* Work closely with the Board Chair and Executive Committee