



**BOARD POSITION:  
BOARD 2<sup>nd</sup> VICE PRESIDENT**

The Officers of the Board of Directors of the Georgia Chess Association (GCA) organization shall have the authority and shall carry out the responsibilities vested in the position as specified by the Board President, Officers, bylaws as well as state and federal laws.

**Description:**

The 2<sup>nd</sup> Vice President is the person who steps in for the 1<sup>st</sup> Vice President and the Chief Volunteer Officer (President) when they are unable to complete their overall governance responsibilities. This person will monitor the actions and responsibilities of the President in preparation to take on the President's role in the event that this is required. The 2<sup>nd</sup> Vice President will complete any necessary tasks that are required to benefit the stability and growth of the organization. The 2<sup>nd</sup> Vice President will be a liaison for at least 2 Board Committees. The person in this role shall:

- 1) perform all duties and hold responsibilities when the President and 1<sup>st</sup> Vice President are not available.
- 2) report to the President.
- 3) attend all necessary meetings of the Board of Directors (regular, special, Executive Committee, etc).
- 4) assist the President to appoint chairpersons to Standing, Adhoc and Special Committees.
- 5) assist the President to ensure appropriate and smooth officer position transitions.
- 6) perform any other duties as required.
- 7) serve a two (2) year term and is an officer of the Board.

**Specific Duties:**

The 2<sup>nd</sup> Vice President will be expected to perform the following duties:

- 1) Perform the following duties when the President and 1<sup>st</sup> Vice President cannot:
  - Prepare for meetings by approving the agenda. This is done in consultation with the ED/CEO (if and when hired). This will also be done in collaboration with the Secretary who will collect information from all Board members in order to prepare the agenda.
  - Ensure the distribution of the agenda prior to meetings. The President gives the Board Secretary approval of the agenda 10 days prior to the scheduled Board Meeting for the Secretary to distribute.
  - Communicate with other individuals who will present at meetings to ensure that

they are prepared to present.

- Preside over meetings and ensure that the agenda is followed within set time frames.
  - Communicate, or designate another Board officer, to communicate on a regular basis with the ED/CEO (if and when hired) to get updates which will then be communicated to the Board.
  - Ensure the maintenance of a Strategic Plan, once initiated, for the organization.
  - Determine when other activities must be initiated by the Board (i.e. committees).
- 2) Work closely with all Board members towards the completion of goals of the Board.
  - 3) Carries out any specific assignments as requested by the President.

**Skills/Knowledge:**

- 1) Demonstrated activities and commitments to the mission of the organization.
- 2) Experience working in a team.
- 3) Experience leading meetings.
- 4) Knowledge of Board expectations.
- 5) Previous Board experience is a plus.

**Board Member Expectations:**

All Board of Directors members are expected to abide by the following:

- 1) Abide by the Bylaws and Constitution of the organization;
- 2) Make an annual financial contribution as per below (please check the box that applies):
  - a. \$25-150 - Enter specific amount of contribution: \_\_\_\_\_
  - b. Other agreed upon contribution: \_\_\_\_\_
- 3) Attend (this includes virtual attendance via video conference), and be fully prepared for, all meetings of the Board, including special meetings, unless excused due to last minute extenuating circumstances;
- 4) Attend at least 90% of Board of Directors meetings;
- 5) Participate in at least one (1) Committee or Task Force (Vice Presidents will participate in at least two (2) Committees or Task Forces);
- 6) Attend at least 90% of Board of Directors Committee/Task Force meetings (in addition to the Board of Directors meetings);
- 7) Participate in other events and in fundraising efforts as often as possible;
- 8) Read a Board Orientation document that reviews roles and responsibilities of a board member:
  - a. Board of Trustees Roles and Responsibilities,
  - b. Nonprofit Organizational Governance (Board) vs. Management (ED or CEO),
  - c. Fiduciary Responsibility of Boards (Duty of Care, Duty of Loyalty and Duty of Obedience)
  - d. Various policy and procedures

- 9) Avoid any conflict of interest or appearance of a conflict of interest;
- 10) Maintain the confidentiality of special information regarding the organization;
- 11) Preserve the privacy of all organization's members' information that is learned and obtained;
- 12) At no time knowingly falsify information or share false information pertaining to the organization with any outside parties;
- 13) Participate in short and long range planning activities;
- 14) Ensure effective fiscal controls and accountability for the organization;
- 15) Approve the annual budget;
- 16) Ensure that the organization meets all legal and corporate requirements;
- 17) Maintain communication with other Board members throughout the year as needed.

**Election and Term of Office:**

The Board 2<sup>nd</sup> Vice President of the organization shall be elected for a term of two (2) years.

The Board will appoint Interim roles until such terms can be fully met by the Board members.

Each officer shall hold office until an officer's successor is elected and qualified, or until the person cannot fulfill the role any longer.

**Removal of an Officer:**

Any officer whether executive or appointed may be suspended or removed without cause by the affirmative vote of a majority of the Board entitled to vote at any special meeting called for such purpose or at any regular meeting.

**Resignation:**

An officer may resign by delivering his or her written resignation to the Board President, 1<sup>st</sup> Vice President or 2<sup>nd</sup> Vice President, or at a meeting of the officers of the Board. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.