

## **CAMPUS VIEW CHILD CARE**

The Board of Directors is comprised of volunteers—mostly parents—who govern the society and its operation of our Early Years and School Age Programs. The Board of Directors, led by the Board Chair, has a unique leadership role in governing the organization: to set policies, take responsibility for strategic planning, financial/fiscal and legal responsibilities and fundraising. The Board also assures the program Director has the support they require to manage the operation of the organization.

**Position:** Vice-Chair

**Reports to:** Board of Directors

From the *Campus View Child Care Constitution and Bylaws*:

*The Vice Chair shall generally assist the Chair and shall, in the event of the absence or disability of the Chair, perform all said duties and processes associated with that office.*

### **Skills and/or areas of expertise**

- Ability to work as part of a team
- Excellent written and verbal communication skills
- Knowledge of, or interest in learning more about, Campus View Child Care and its parent community

### **Time Commitment**

3 - 5 hours on average per month for a minimum of 1 year, with some fluctuation over the course of the year.

### **Governance Roles & Responsibilities for all Board Members**

- Commit to Campus View Child Care's mission, vision, and philosophy, and conduct themselves in a professional and ethical manner, including maintaining confidentiality.
- Oversee adherence to and ensure all financial and fiscal policies, procedures, and legal requirements are upheld.
- Prepare for and participate in Board meetings, Annual General Meetings, and Extraordinary Meetings.
- Support and/or participate in one or more committees, attending all meetings and engaging in the work of the committee, as appropriate.
- Support the hiring, monitoring, evaluation, and compensation review of the Director.
- Participate in strategic planning for the organization.
- Review and approve governance and management policies, such as the Policies and Procedures Handbook, and the Constitution and Bylaws.
- Be an ambassador for Campus View Child Care and the staff.

- Keep informed about community issues relevant to the mission and objectives of Campus View Child Care.
- Self-identify and publicly acknowledge to the board any potential conflicts of interest.

**Vice-Chair Roles & Responsibilities**

- Take over the responsibilities of the Board Chair temporarily whenever the Board Chair is absent, including the facilitation of meetings and communicating on behalf of the board.
- Be in a position to take over the responsibilities of the Board Chair permanently in the event the Board Chair is no longer able to continue in their role, including acting as a signing authority.
- Work with the Board Chair to build a collaborative relationship with the Director to design board meeting agendas and discussions.
- Help to represent Campus View Child Care at external events and in the community.
- Work with the Board Chair to ensure development of the Board as a whole and the development of the Director.
- Take a lead on supporting the Director and Board Chair in the development of new policies or procedures as required.