**The Salvation Army**

**Southern Territory**

**Advisory Board Resources**

**Job Description – Advisory Board Vice Chairman**

**Background and Expertise**

* Is an elected member of the Advisory Board
* Is fully committed to the Mission of The Salvation Army
* Is knowledgeable about the community, the needs and assets of the community, and is active in the community
* Has significant life, career and/or educational assets to bring to support the Mission and ministry of The Salvation Army
* Is willing to use personal, professional and civic contacts and influence to support the Mission and ministry of The Salvation Army
* Is willing and able to commit personal time and resources to The Salvation Army

**Term of Service**

* Nominated by the Board Development/Executive Committee in conjunction with the Officer
* Elected by the Board
* One year term. May be re-elected to serve three years total
* Is typically but not mandated to be the successor to the Board Chair

**Leadership Duties**

* Serves on the Board Development/Executive Committee
* Reports to the Board Chair and the Officer
* Performs the duties of the Chair in their absence
* Works closely with the Officer during times of transition
* Is prepared to become the Chair if elected
* Knows and understands the following duties of the Chair:
* Think and work strategically first, operationally second
  + Stay focused on the Strategic Plan and its implementation
  + Ensure and safeguard the fulfillment of the Mission of the Army
  + Ensure ethical and legal integrity
* Design and Shape Board Agendas working with the Officer and the Board

Development/Executive Committee

* + Plan the calendar of meetings
  + Plan the Agendas for meetings
  + Ensure that Agendas, Minutes and appropriate information is sent prior to the Board meeting so that members are informed prior to discussions and votes
  + Keep the Committees focused on the tasks at hand

**Advisory Board Resources**

**Job Description – Advisory Board Vice Chair**

* Ensure the effective functioning of the Committees
  + Ensure that Committee leadership is in place, trained and committed
  + Agendas for meetings are meaningful and focused on the Strategic Plan
  + Avoid duplication of work for Committees
  + Committee have appropriate membership
  + Committees meet regularly and as needed
  + Committees report regularly to the Board
* Lead the Board meeting
  + Using appropriate procedures for an orderly meeting
  + Ensure robust discussion of agenda topics
  + Lead and allow discussion and consensus building on issues
  + Take full advantage of the members’ experience, expertise, knowledge and education during the meetings
  + Keep discussion focused
  + Move through agenda items in an orderly manner
  + Assign tasks to members, Committee Chairs, in conjunction with the Officer
  + Develop and Grow the culture of the Board
    - Encourage communication away from meetings
    - Encourage meaningful interactions
    - Implement family/social events for members
    - Provide appropriate information to include member contact information, biographical and community involvement
    - Implement regular assessments of the Board meetings for efficiency, effectiveness and staying on task
* Protect and Develop the Composition of the Board
  + Work with the Officer and Board Development/Executive Committee
    - Nominating process is taught and implemented
    - Recruiting process is taught and implemented
    - Annual assessment of membership
    - Constant contact with the Officer and new members
    - Implement a mentoring system for new members
    - Seek the appropriate membership for committees
* Representing The Salvation Army
  + Advocacy in the community
  + Presentations to groups and individuals
  + Spokesperson when appropriate
  + Working with the Community Relations and Development Committee, and all Board and Committee members, ensure the Army’s visibility in the community

**Advisory Board Resources**

**Job Description – Advisory Board Vice Chair**

* Working with the Officer
  + Staying on task with the Strategic Plan
  + Full and frank communications
  + Regular meetings/communications about Board issues and meetings
  + Co-mentoring and developing Board and Committee leadership
  + Learning the corporate structure and processes of The Salvation Army
* Fund Raising
  + Make an annual gift
  + Ensure the function of the Community Relations and Development Committee are focusing on raising visibility, volunteers and monies
  + Leadership role in campaigns; i.e. capital, operation, endowment
  + Know the current financial status
  + Ensure integrity of finances, income and expenses