



**Vice President**  
**2-Year Term**  
**Year 1 Vice President, Year 2 President**

**Board of Directors Position Description**

**Role Description**

The Vice President is the de facto President-elect. In the absence of the President or in the event of his/her inability or refusal to act, the Vice President will perform the duties of the President.

**Key Responsibilities**

The Vice President is one of four officers on the ACMP DC Board of directors (President, Vice President, Secretary, and Treasurer.) The Vice President succeeds the president at the expiration of his/her term, or earlier if the office becomes vacant for any reason. The Vice President supports the President in leading the chapter and focuses the first year of his/her term on gaining the knowledge and skills necessary to assume the office of President. Key responsibilities include, but are not limited to the following:

- **Understand and demonstrate the ability to perform** the responsibilities of the President
- **Support and assist the President** in leading the association; including, but not limited to assisting the President in the following:
  - **Strategy** – facilitate the association’s strategic and operational planning initiatives
  - **Governance** – lead the Board in carrying out its governance functions and assessing the performance of the Board and its committees
  - **Policies & Procedures** – ensure the Board has approved policies and procedures to ensure sound and compliant governance and management of the association
  - **Board Development** – assure ongoing recruitment, development and contributions of Board members; support and empower Board members as they fulfill their roles and serve the association as a cohesive team
  - **Meeting Management** – set priorities, create agendas, and facilitate Board and membership meetings
  - **Ambassador** – serve as an ambassador of the association and advocate its mission to internal and external stakeholders; serve as primary liaison with ACMP Global
  - **Financial Oversight** – ensure the Board develops, implements, and monitors sound and compliant financial management practices
  - **Programs and Services** – assure the association plans, develops, implements and evaluates high quality programs and services for the membership
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- **Ensure transparency and ethics** in membership and volunteer activities and programming in compliance with standards set by the Board
- **Collaborate and provide support** to other Board members as required and appropriate

The Vice President shall perform such other duties as from time to time may be assigned by the President or by the chapter Board. The office of Vice President shall not be held by the same person who holds the office of Secretary or Treasurer (or both.)

**Desired Skills/Experience**

- **ACMP Experience** – active ACMP DC member in good standing for minimum of six months; prior experience serving in a leadership capacity for the chapter; strong personal and professional commitment to and knowledge of ACMP DC’s mission
- **Strategist and Visionary** – ability to collaborate, conceptualize, and create a shared vision for the future of the association



- **Translator and Executor** – ability to translate vision into action and guide the association to implement tactical and practical initiatives to fulfill its mission
- **Leader, Facilitator, Team Motivator** - ability to inspire, motivate, and organize others to collectively and collaboratively achieve association goals
- **Ambassador** – passion for and natural talent to be the “face of the chapter” with internal and external stakeholders
- **Communicator** – well developed oral, written and interpersonal communication skills; strong business and interpersonal instincts, judgment and integrity; capable of quickly establishing credibility and trust
- **Connector** – willingness and ability to connect people and resources to benefit individual members, the chapter, the Board/committees, and the community
- **Multi-Tasking Wizard** – ability to manage and lead multiple projects, deadlines, and initiatives, working with and through a cast of creative and dedicated volunteers
- **Detail Oriented** – gifted with a strong attention to detail and accuracy, ability to prioritize and organize multiple projects, meet deadlines, problem solve, and get things done through others
- **Innovator, Problem Solver and Doer** – capable of and not fearless of exploring and applying creative, out-of-the-box thinking
- **Relationship Builder** – ability to quickly build rapport, build alliances, and influence others in a way that gets the job done
- **Prior nonprofit experience** desired
- **Prior experience serving on and/or leading** a nonprofit board of director highly desirable

### **Time Commitment**

This position is one of nine volunteer ACMP DC Chapter Board members. The position will work closely with the Board president, Board members, and volunteers to fulfill the mission of the chapter. The Vice President participates in bi-weekly Board meetings via phone/web (1-hour), periodic in person/phone strategy sessions, committee meetings, and chapter events/activities. All Board and committee meetings include preparation time, follow-up, and various action items assigned. This represents an average of approximately 15 hours per month.