



# SEAL Family Legacy Vice Chair

## Overview

The Vice Chair is responsible for supporting the Chair of SEAL Family Legacy and the management over the operations of the organization. The Vice Chair, in collaboration with the Chair, is responsible for the vision, values, reputation, purpose and growth of the organization. The Vice Chair is a voting member of the board of directors of SEAL Family Legacy and appointed in a manner consistent with the bylaws.

The Vice Chair's work will be guided and informed by commitments to:

**Purpose** - the reason the organization exists; serving Gold Star families with children and honoring the parent/spouse lost in service to our country.

**Inclusiveness** - respect people, value diversity and be committed to equality.

**Participation** - value and recognize the contribution of volunteers within organizations and communities.

**Quality** - Strive for excellence through continuous improvement.

**Openness** - Commit to a culture of teamwork and collaboration.

## Vice Chair Role

- Establish and protect the overarching purpose of the organization, fundamental values and ethical principles which govern the activities of SEAL Family Legacy (SFL). These are often referred to as the vision, mission and values.
- Set the strategic direction to guide and direct the organization's activities and provide key support in the planning and coordination of SFL's events.

- Ensures the integrity and effectiveness of the Board's governance role and processes.
- At the direction of the Chair, preside at meetings of the board, the Board's Executive Committee, if the board has one, and the board's Executive Performance Committee if the board has one.
- Serve as a key marketing representative for the organization, including but not limited to social media, press releases, and video production initiatives.
- Manages the gold star family liaison process for the organization and oversees the activities of other board members/volunteers that act as individual family liaison representatives.
- Represent the Board within the various communities the organization serves.
- Maintain effective relationships with Board members.
- Ensure the effective management of SFL and its activities; and
  - Monitor the activities of SFL to ensure all is in keeping with the founding principles, objectives and values.
- In collaboration with the Chair, account for organizational spending and activities. The Vice Chair is accountable to the membership of the board and other key stakeholders such as Sponsors and donors. Monitor and evaluate all areas of organization's performance.
- At the direction of the Chair, serves in the capacity of any roles or duties not filled until role is filled with support from other board members as needed.
- Ensure compliance with all relevant legal and regulatory requirements and seek guidance around any uncertainties. Actions and performance of the Vice Chair and the board will be in line with its governing document, such as the organization's Bylaws and Articles of Incorporation.
- Ensure that all money, property and resources are properly used, managed and accounted for.
- Ensure that appropriate policies and procedures are in place for SFL board and volunteer members and that they are properly managed and supported.

## Responsibilities

### Board Governance

The Vice Chair will ensure the board meets its obligations and fulfills its governance responsibilities and will oversee the quality of the board's governance processes including:

- Ensure that the board adopts an annual work plan and objectives that are consistent with the organization's strategic directions, mission and vision.
- Ensure the work of the Board is aligned with the board's role and annual work plan.

- Ensure board succession by ensuring there are processes in place to recruit, select and train board members with the skills, experience, background and personal qualities required for effective board governance.
- Oversee the board's evaluation processes and provide constructive and respective feedback to individual board members annually, at minimum.
- Ensure the board's governance structures and processes are reviewed, evaluated, and revised from time to time.

## Presiding Officer

At the direction of/in the event of the Chair's absence, The Vice Chair will serve as the presiding officer at Board meetings. As the presiding officer, the Chair(s) is/are responsible for:

- Set meeting agendas and ensure matters are dealt with to appropriately reflect the Board's role and annual work plan. The Vice Chair consults with the Board and, where possible, develops the agenda at least 5 days prior to a meeting.
- Ensure that meetings are conducted according to applicable legislation, by-laws, and governance policies.
- Facilitate the business of the board, including preserving order at meetings.
- Facilitate decision-making.

## Representation

- Acts as a spokesperson for the Board.
- Represents the Board, attending and participating in events as required and in dealings with government and regulatory agencies.

## Relationships

- Facilitates relationships with, and communication among, board members and donors.

## Other Duties

- Performs other duties as the board determines from time to time.

## Skills and Qualifications

The board Vice Chair will possess the following personal qualities, skills, and experience:

- All of the personal qualifications required of a board member, including but not limited to strong character, demonstrated ethical behavior, strong personal financial skills, belief in SFL's mission and purpose, and love for country and U.S. military.
- Proven leadership skills.
- Strong emotional intelligence.
- Proven conflict resolution abilities.
- Good strategic and facilitation skills, ability to influence and achieve consensus.
- Ability to act impartially and without bias.
- Tact and diplomacy.
- Ability to communicate effectively.
- Political acuity as it pertains to interacting with Board members, donors, supporters, the public and media.
- Ability to pass a criminal background check and credit check.
- Ideal candidates will possess previous experience working on a board and will have a working knowledge of the following:
  - Organizational Leadership
  - Human Resources
  - Public Relations
  - Marketing

## Term

The Vice Chair will serve an initial term of two years, renewable for an additional term at the discretion of the board.

## Fiduciary and Ethical Responsibilities

The Vice Chair, along with all Board of Director members, shall be bound to act in the best interests of the SEAL Family Legacy organizations best interest, and must always protect financial integrity of all funds raised and are thus bound by obligation to question and call out any questionable matters to all Board of Director members immediately so a proper review can be done.

The Vice Chair, along with all board members, must always act with dignity and professionalism while representing SEAL Family Legacy.

The Vice Chair shall be accountable to the Board of Directors for completion of duties and responsibilities.

This role is a 100% volunteer position and no salaries will be paid. Board members serving in this volunteer capacity will abide by the bylaws and laws of the State(s) in which the organization is a registered business and under the laws of the U.S. federal government regarding non-profits. Board members are required to abide by and acknowledge the Board Member & Volunteer Handbook and sign a non-disclosure agreement (NDA) upon joining the board.