**Council Vice Chair**

**General**: Functions as second in command after the Chair providing leadership and overall management to ensure that the defined mission and goals are met by the Council.

**Term:** One Year, October 1 – September 30

**Specific Duties and Responsibilities:**

* Perform all duties as assigned by the Chair
* In the absence of the Chair, serve in that office
* Uphold Society bylaws, policies and procedures
* Call and attend all Council meetings in the absence of the Chair
* Have a desire to lead the Council in the future
* Work closely with the Chair on management of the Council
* A member of the Council Executive Committee
* Ex-officio member of all committees

**Qualifications:**

* Must be a respective member of a Society/Organization in the Council
* Preferably will have been in a leadership role of his/her respective Society
* Possess leadership, management and organizational skills
* Basic knowledge of Council bylaws, policies, and procedures

**Time Commitment:** Approximately four to six hours per month (outside of Council meetings).

**Resources:** Council bylaws can be found [here](https://www.charlestonejc.org/uploads/2/6/3/2/26327801/cejc-bylaws_aprd_090220141.pdf).

\*Elected position by the Council Members.