  
**Executive Committee Vice Chair**

**Position Objective:** To help lead the work of the Executive Committee

**Position Reports To:** WIP Chair

**Length of Service:** TheExecutive Committee Vice Chair will serve for a one-year term.

**Position Description:**

**Principal Responsibilities:**

* Facilitate executive committee meetings in the absence of the Chair
* Support the Chair in responsibilities
* Serve as a spokesperson for WIP
* Communicate with committee chairs as needed
* Be informed of all committee progress

**Success Indicators:**

* Effective leadership of WIP and number of members
* Impact of organization on community
* Successful events, grants and publicity of WIP
* Attend at least one meeting of each standing committee

**Standard Operating Procedures for Chair Elect:**

* Chair Elect will assist the Chair with tasks
* Chair Elect will meet monthly with executive committee
* Chair Elect will communicate with staff as necessary

*I have read the duties of the WIP Executive Committee Vice-Chair, and I agree to serve to the best of my ability as a leader of Women in Philanthropy during the 2023-2024 fiscal year.*

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Signature Date