



## Vice President

### Summary:

The Vice President assumes the responsibilities of the DSANI Presidents Chair in his/her absence and performs special functions as assigned to assist the DSANI Chair in performing the functions of that office.

### Responsibilities and Expectations

1. **Leadership** - Guides and directs the governance process, centering the work of the board on the organization's mission, vision and strategic direction.
2. **Agendas** - Establishes agendas for Board and Executive Committee meetings, in collaboration with the executive director.
3. **Meeting management** - Presides over Board and Executive Committee meetings in a manner that encourages participation and information sharing while moving the board toward timely closure and prudent decision-making.
4. **Committee direction** - Appoints committee chairs and members, subject to board approval. Works with committee chairpersons to align the work of committees with the vision and goals.
5. **Executive Director Relationship** - Serves as the board's central point of official communication with the executive director. Develops a positive, collaborative relationship with the executive director, including acting as a sounding board for the executive director on emerging issues and alternative courses of action. Stays up-to-date about the organization and determines when an issue needs to be brought to the attention of the full board or a committee.
6. **Executive Director Performance appraisal** - Leads the processes of Executive Director goal setting, performance evaluation and compensation review, consistent with Board policy.
7. **Board conduct** - Sets a high standard for board conduct by modeling, articulating and upholding rules of conduct set out in board bylaws and policies. Intervenes when necessary in instances involving conflict-of-interest, confidentiality and other board policies.
8. **Board learning and development** - Leads the development of the board's knowledge and capabilities by playing a central role in orientation of new board members, mentoring a chair elect and providing continuing education for the entire board.
9. **Succession planning** - Participates in the recruitment of new board members and in the process of identifying candidates to serve as chairperson-elect.
10. **Self-evaluation** - Provides for an effective, objective board self-evaluation process and supports implementation of recommendations for improvement. Seeks feedback on his or her performance as chairperson.



## **Qualifications**

The Advocacy Chair will have:

- Demonstrated desire to advocate on behalf of families and individual with Down syndrome aligned with DSANI's vision and mission
- Demonstrated ability to analyze public policy proposals, including legislative language
- Education and knowledge of Advocacy methods and tools
- A minimum of one year of advocacy-related experience
- Experience in coalition-building and working in a team environment
- Specialized knowledge of common technology used to communicate
- Good communication, advocacy and leadership Skills
- Strong organizational and interpersonal skills

## **Working conditions**

Position may require individual to work in working conditions covering a range of circumstances such as regular evening and weekend work. Individual may be required to utilize technology such as computers, websites and/or social media.

## **Physical requirements**

Individual will be required to travel, sit in meetings or functions and attend a variety of functions and events.

## **Direct reports**

Subcommittee members and/or volunteers may report directly to the Advocacy Chair as needed or approved by DSANI board.

## **Helpful Websites/Resources**

- National Down Syndrome Society ([www.ndss.org](http://www.ndss.org))
- Down Syndrome of Northeast Indiana ([www.dsani.org](http://www.dsani.org))
- National Down Syndrome Congress ([www.ndscenter.org](http://www.ndscenter.org))
- Down Syndrome International ([www.ds-int.org](http://www.ds-int.org))