



JOB DESCRIPTION FOR THE AFP VICE CHAIRS

The function of a vice chair is to lead one of the AFP divisions: membership, external relations, or professional development. The vice chairs serve on the board of directors. Responsibilities are to:

1. provide input into the strategic direction of AFP;
2. appoint committee chairs in their division;
3. communicate board policies and guidelines to the committee chairs in their division;
4. communicate committee actions to the board;
5. ensure that the committees in the division act in accordance with board policies and direction;
6. provide guidance and direction to committee chairs in support of their work;
7. help link committees within and across divisions to support collaboration;
8. support goals and objectives of each committee through advocacy and engagement;
9. actively recruit board members for succession planning and review committee rosters for viable candidates for Nominating Committee consideration;
10. fulfill other functions assigned to members of the AFP Vice Chairs as appropriate.