



## **BOARD VICE PRESIDENT JOB DESCRIPTION (2024-25 Fiscal Year)**

### **Overall Roles and Responsibilities**

The Board Vice President is responsible for assisting the Board President in leading the board of directors and staff in support of the mission, values, and strategic goals of the San Mateo-Foster City Education Foundation ("the organization"). The Board Vice President will primarily be responsible for providing additional leadership in achieving the organization's mission and goals.

### **Responsibilities**

The Board Vice President's specific responsibilities include:

- Attend monthly board meetings and bi-weekly Executive Committee meetings
- Serve on the Executive Committee
- Carry out special assignments as requested by the Board President
- Understand the responsibilities of the Board President and be able to perform these duties in the President's absence
- Participate as a vital part of the board leadership