

GOLDEN & DISTRICT COMMUNITY FOUNDATION

Vice Chair Job Description

Accountability

In the absence of the Chairperson the Vice Chair is accountable to the Board of Directors (the Board) to provide leadership to achieve the Foundation's mission and objectives.

The Foundation's mission is *"To attract and effectively grow permanent funds, provide leadership in addressing significant community needs, and help donors fulfill their philanthropic interests."*

The Foundation's objectives are *"To accumulate charitable gifts in a permanent capital fund, and to distribute income from these gifts to support a variety of community activities which advance the widest ranging community improvements in such areas as arts and culture, health and social services, heritage preservation, community facilities and programs, education, sports and recreation."*

Responsibilities

It is the responsibility of the Vice Chair to:

- Carry out the duties of the Chair during the Chairperson's absence.
- Support the Chair in their role and responsibilities, assisting the Chair on an as needed basis when requested.
- Consult with the Chair to be kept updated on the Foundation's finances and other operations including implementation of policies, annual budget and annual goals.

Approved: April 12, 2006