



## Nonprofit Leadership Center of Tampa Bay, Inc. Vice President of the Board Position Description

I understand that the position of Vice President of the Board of the Nonprofit Leadership Center of Tampa Bay is a very important and visible position. I commit to fulfill the responsibilities of the role as outlined below. As an officer of the organization, I commit to working in partnership with the board and the staff to assist the organization in accomplishing its goals.

In addition to meeting all of the responsibilities of a member of the board, as Vice President of the Board, I commit to:

- ”” Understand the responsibilities of the board chair and be available to perform these duties in the chair's absence
- ”” Participate as a knowledgeable and involved part of the board leadership
- ”” Participate closely with the board chair to develop and implement officer transition plans

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Board Vice President Signature

Date