

Title	Vice Chair
Description	Support the Chair by providing oversight over SWB's strategic plan and the execution of SWB's strategy and operations
Responsibilities	<ul style="list-style-type: none"> • Serve on the Executive Committee • Preside over meetings of the Executive Committee in the absence of the Chair • Ensure execution of strategies aligned with SWB's strategic plan and oversight of measured progress on a periodic basis • Represent SWB and promote SWB mission as requested/needed • Assume the duties of the Chair until the next election should the Chair become no longer available to continue in office. • Ensure timely communication with other EC members.
Average Workload	5-10 hours/week
Expected Qualifications	<ul style="list-style-type: none"> • 5+ years of demonstrated experience in project management. • Experience in leading a consulting organization desired. • Project experience with at least three SWB projects • Must have access to MS Office (Word, Excel) or equivalent • Must have internet access
Elected or Appointed	Elected. Candidacy based on qualifications.
Comments	