



Science Atlantic

Board of Directors Chair Elect Job Description (draft March 31, 2022, updated Apr 20)

The Chair Elect of the Board of Directors must adhere to all expectations outlined in the **Board of Directors Job Description** in addition to the Duties and Responsibilities listed below.

The Chair Elect will automatically succeed the Chair of the Science Atlantic Board of Directors at the end of their term. Their primary responsibility is to prepare themselves for the role of the Chair. The Chair Elect should use their term to familiarize themselves with any aspects of the corporation in which they lack experience.

Term: one year, followed by a maximum of two two-year terms as Board Chair

Duties and Responsibilities

- Must understand or be willing to learn the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence
- Prepares to assume the Office of the Chair
- Fills the Office of the Chair should that office become vacant, and subsequently fills the Office of the Chair for a regular term as intended
- Assists the Board Chair in the execution of their duties
- Serves on the Executive Committee and any other Committee(s) that will prepare them to assume the position of Chair
- Acts as a signing officer
- Coordinates the liaison activities between the Board Committees
- Other duties as the Board may specify

Reporting

The Chair Elect reports to the Board.

Time Commitment

As required to accomplish major duties. (5 to 8 hours per month)

Qualifications

- Must be from a Member Institution of Science Atlantic
- Must hold or have held a senior position at a Member Institution