**BOARD MEMBER – VICE CHAIRMAN JOB DESCRIPTION, Rev 06-24-2024**

**Title**

Vice Chairman, First Coast Sailing Association Board of Directors

**Purpose**

The Vice Chairman plays a pivotal role in providing support and assistance in the absence or under the direction of the Chairman. This position serves as the primary authority for determining the recipients of all annual trophies awarded by the First Coast Sailing Association. Additionally, the Vice Chairman actively promotes consistency in race result computation and reporting methods while offering guidance and instruction on race management techniques and adherence to racing rules.

**Term**

Election to a one-year term (except when filling an unexpired term), subject to re-election.

**Criteria**

Demonstrating robust leadership skills and a proven track record in organizational management is paramount. Candidates should exhibit a deep understanding of the organization's mission and objectives, aligning their actions with its overarching goals. Exceptional communication and interpersonal abilities are crucial for effective collaboration and stakeholder engagement. Moreover, familiarity with race management techniques and up-to-date knowledge of racing rules is indispensable in ensuring smooth operations within the racing community. Lastly, candidates must display a commitment to attending required meetings and fulfilling responsibilities diligently, reflecting their dedication to the role and the organization's success.

**General Responsibilities**

* Serve in the absence or at the direction of the Chairman.
* Determine the winners of all annual trophies awarded by the organization.
* Promote the development and use of uniform methods for computing and reporting race results.
* Provide assistance in disseminating race management techniques and racing rules instruction.

**Specific Tasks**

* Support the chairman in executing the organization’s goals and objectives.
* Oversee the selection of winners for annual trophies.
* Promote uniformity in race result computation and reporting methods.
* Assist in educating members on race management techniques and rules.
* Attend all Annual Meetings, Board Meetings, and Special Meetings as required.
* Fulfill any additional duties as directed by the chairman or the Board of Directors.

**Compensation and Expenses**

The Vice Chairman will not receive compensation for services rendered but may be reimbursed for reasonable expenses incurred in furtherance of the organization’s purposes, subject to approval by the Board of Directors and submitted via FCSA Check and Reimbursement Policy.

**Time Demands**

**Regular Meeting Estimated Time Demands**

Quarterly Board Meeting 10 Hours quarterly

Other outlined duties 10 Hour monthly