CHILDREN'S ONCOLOGY CAMPING ASSOCIATION

Vice President – Job Description

Position Title: Vice President
Reports to: Board President / Executive Director
Position Type: Volunteer Board Member
Term: 2 years to be followed by 2 years as President and 1 year as immediate past president (as outlined by the organization's bylaws)

Position Summary
The Vice President is an officer of the Board of Directors and assists and supports the President in discharging his/her duties as President Pro Tempore when necessary. Serves on leadership committees and is involved in strategic planning and serves on several committees as a support, guide and liaison.

Key Responsibilities

- **Leadership & Oversight**
  - Assists and supports the President in overseeing the health and work of the organization.
  - Serves on the Executive committee discussing implementation of the organizations' strategic initiatives and work of the board.
  - Attends regular Administrative meetings with the Executive Director and Program Manager.
  - Reviews, maintains and recommends changes to the organization's by-laws
  - Work, represent and speak on behalf of COCA, to the organization and its membership as needed
  - Serves as President of the organization at the end of the President's term
- **Board Engagement**
  - Attends board meetings and acts as President Pro Tempore at any time necessary.
  - Assists the Secretary in counting all votes cast at the Annual Meeting, meetings of the Board of Directors and/or a meeting of the Executive Committee
- **Committee Engagement**
  - Works closely with several board committees as a liaison to ensure their effectiveness and the organization's up-to-date information that may affect their decision making.
  - Serve as Vice-chair of the Administrative and Governance Committee

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General Qualifications

- **Education:**
  - A minimum of a bachelor's degree in a relevant field such as recreation/camp management, public health, healthcare administration, nursing, child life, social work, psychology, medicine or a related discipline.

- **Strong leadership and organizational skills:**
    - Ability to guide, motivate and inspire committee and board members, manage teams, facilitate discussions, present complex information clearly and effectively,
    - Ability to remain fair and objective during meetings and the decision-making process, and drive consensus among diverse stakeholders
    - Ability to manage schedules, documents, and overall operations of the organization
    - Understanding and passion for the mission of the organization and an understanding of how committees and work of the board contributes to enhancing COCA's goals
    - Embodies the values of compassion, integrity, and dedication and is a respected leader in their camp and/or COCA affiliated community
    - Experience as a current or former board member having been actively involved in board committees providing thoughtful recommendations, active listening and displaying effective skills working with others

Preferred Vice President Qualifications:

- Ability to inspire and engage others in working toward the organization's mission and a commitment to strengthening the organization.
- Experience in organizational leadership, consensus building and implementing strategic initiatives
- Commitment to serving as President of the organization at the end of the current President's term.

Time and Financial Commitment

- Attend board meetings (virtually or in person – quarterly at minimum) and annual meetings
- Attend in Administrative meetings (virtually) with the leadership staff which meet, at minimum, twice a month.
- Attend Administration and Governance Committee meetings (virtually) or as needed.
- Attend at least two additional board committee meetings (virtually- quarterly at minimum)
- Should serve one at least one committee
- Make an annual financial contribution to COCA at a self-determined level

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Support Provided

- Partnership with Executive Director and President.
- Training and guidance as needed.