



## POSITION DESCRIPTIONS

### ***OMS BOARD VICE-CHAIRMAN***

#### ***JOB DESCRIPTION***

**COMMITTEE:** Board of Directors

**SUPERVISOR:** Board of Directors

**JOB TITLE:** OMS Board Vice-Chairman

**TERM:** One Year

#### **DESCRIPTION:**

To fulfill the role of the Board Chairman in the Board Chairman's absence.

#### **DUTIES:**

In addition to the duties of an Authority Member, the OMS Board Vice Chairman is responsible for:

**1.) MEETINGS:** In the absence of the Board Chairman, the Board Vice Chairman is responsible for Chairman's duties.

#### **QUALIFICATIONS:**

Completed one year of Board membership term, Commitment to the Owosso Main Street Program and the National Main Street Program, effective leadership and management skills, ability to work with a wide variety of people, a basic understanding of volunteer recruitment and management, team building, and meeting management skills.

#### **TIME COMMITMENT:**

The Board Vice Chairman should be willing to commit 6-12 hours per month, excluding meetings.