



Vice President
Board of Directors, Charles County Literacy Council (CCLC)
Position Description

The Vice President of the Board of Directors presides over the CCLC meetings at the request or in the absence of the President. The Vice President should understand the responsibilities of the President and be able to perform these duties in the President's absence. The Vice President contributes to the development of the CCLC goals and objectives as well as overall management of the organization.

The Vice President works closely with the President to oversee the smooth operation of the Charles County Literacy Council. Other working relationships include the officers and staff of the United Way of Charles County, Charles County Commissioners and their staffs, Charles County Board of Education, External Diploma Program (EDP), the Lifelong Learning Center, the Charles County Public Library, Southern Maryland Regional Library System (SMRLA), ProLiteracy, and other non-profit organizations and agencies within Charles County.

The duties of the Vice President are as follows:

1. Attends all monthly meetings and and participates in twice-monthly Executive Committee meetings. Working with the Executive Committee the Vice President plans, develops, and enforces policies and objectives for the CCLC to ensure it maintains its values and meets established goals.
2. Assists the President to ensure the smooth operation of the CCLC office including coordinating the vital parts of the operation of the Council to make sure that student testing, student matching, tutor training, social media, records keeping, tutor follow up, publicity and tutor/student recruitment are carried out.
3. Assists Publicity and Fundraising Chairpersons with their respective tasks as required.
4. Sits on the Personnel Evaluation and Salary Review Committee, evaluating the performance, and recommending salary action and hours of the Program Coordinator and other paid personnel.
5. In cooperation with appropriate Board members, assists with the preparation of annual requests for funding from Charles County Commissioners and the United Way of Charles County.
6. Participates in the semi-annual Tutor Training Workshops, in cooperation with Workshop Chair.
7. Meets from time to time with the President in order to discuss issues relating to the CCLC.
8. Performs other duties that are specified in the bylaws of the CCLC or assigned by the President.