



Position Description

Position title	LMSC Vice Chair	
Start date / End date or Term length	Ongoing	Elected or appointed position, term varies by LMSC
Estimated hours/days required per month	3 - 8 hours per month (dependent on role/tasks assigned)	
Reports to	LMSC Chair	
Direct Reports	As assigned by Chair	
Role overview and purpose, and how it relates to the organization's mission		
<p>The role of the LMSC Vice Chair is to assist the Chair in any area necessary. The position can also act as a succession planning capacity for the Chair role, or as a successive role after having served as Chair. In the latter case, a former Chair in a Vice Chair role can offer significant assistance to the new Chair, bridging the transition and ensuring a more successful outcome.</p>		
Key responsibilities		
<ul style="list-style-type: none"> • Cover for LMSC Chair, when necessary. • Learn responsibilities of LMSC Chair. • If person is the former Chair, offer guidance and assistance to the current Chair. • Assist the LMSC Chair in projects and/or other duties as requested. 		
Key deliverables		
<ul style="list-style-type: none"> • Enable leadership continuity and orderly succession. 		
Recommended skills, experience and attributes		
<ul style="list-style-type: none"> • Good leadership and management skills • Good communication skills • It helps to be visible and recognized by the membership 		

Recommended training
<ul style="list-style-type: none"> • Become familiar with the Chair role and responsibilities. • If Vice Chair is former Chair, help to train the current Chair to promote orderly succession. • Prior involvement with the LMSC organization in some manner.
Benefits for the volunteer
<ul style="list-style-type: none"> • Continued connection with the LMSC volunteer organization. • Opportunity to understand the operational aspects of the LMSC and USMS. • Experience that may lead to getting involved at the national level.
Benefits to USMS
<ul style="list-style-type: none"> • Another volunteer resource within the LMSC
Other suggested requirements of the role
<ul style="list-style-type: none"> • Ability to lead ad hoc task forces.