

Job title	<i>Vice President, AMHP New Jersey/New York Chapter</i>
Reports to	<i>AMHP New Jersey/New York Chapter Board</i>

Purpose

The role of Vice President is a volunteer position, where an individual has the opportunity to serve as a key leadership team member and an active participant in making strategic decisions affecting AMHP New Jersey/New York Chapter. The successful candidate will help forge new relationships to build the Chapter's visibility and impact; report to and work closely with the President to assist with his/her duties; act as the President in his/her absence; and, perform other duties as assigned by the President.

Duties and Responsibilities

The Vice President will perform duties, such as, but not limited to (including any other duties and responsibilities outlined in AMHP New Jersey/New York Chapter's bylaws):

Meetings

- Will attend all Chapter Board meetings on a monthly basis, or as required. Board members are expected to attend at least 75% of all regularly scheduled meetings.
- In the President's absence, the Vice President will preside over meetings of the Chapter such as:
 - Chair meetings according to accepted rules of order for the purposes of:
 - Encouraging all members to participate in discussion;
 - Arriving at decisions in an orderly, timely and democratic manner.

Community Relations and Promotion

- The Vice President supports the President in ensuring AMHP New Jersey/New York maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the Vice President serves as the secondary spokesperson (after the President) for the Chapter. Duties may include (as requested by the President):
 - Representing AMHP to the media and among partner organizations and committees;
 - Timely and appropriate reporting of Board decisions and actions to members, funders, and/or donors.
 - Build relationships with community stakeholders to advance AMHP's mission and fundraising goals.
 - Actively inform others (individuals and stakeholders) about AMHP.

Board Development

- The Vice President will support the President in his/her work with Board members and staff to ensure that structures and procedures are in place for effective recruitment, training, and evaluation of Board members.

Delegation

- Depending upon Chapter's needs and bylaws, the Vice President will support the President to establish/propose the establishment of committees of the Board, and may further support the President to assign tasks and delegate responsibilities to Board committees and/or members.

Time Commitment:

- This position will require approximately 8-10 hours per month.
- Attend all Board meetings on a monthly basis, or as required. Board members are expected to attend at least 75% of all regularly scheduled meetings..

Desired Qualifications:

- A minimum of a Bachelor's degree and 3 to 5 years of finance/accounting experience.
- A background in non-profit finance, accounting or fundraising is an asset.
- Ability to work independently and as a team player to productively engage with others
- Strong organizational, leadership and time management skills with exceptional attention to detail.

Additional Expectations: While upholding the highest standards of fiscal oversight, resource development, and governance, AMHP Chapter board members are also expected to consistently deepen their knowledge and understanding about AMHP's work and act with the utmost integrity. Additional expectations include:

- Have the most up-to-date knowledge and understanding of AMHP's mission, goals, and activities.
- Maintain the confidentiality of all board deliberations.
- Accept board decisions, and speak outside of the board with one voice after a decision has been made.
- Be willing to use individual expertise as needed for specific research, communications, outreach, and development or operations gaps.
- Act on behalf of the chapter and its interests, putting aside personal concerns, affiliations, or constituencies.
- Speak on behalf of the chapter only when authorized to do so.
- Be aware of AMHP's conflict of interest policy and abide by it.