



## **LeadMN Board of Directors Vice Chair Position**

### **Position Description**

Part-time, maximum \$2,500 stipend position  
Roughly 125 hours from July to June at \$20.00/hour

### **Position Roles and Responsibilities**

The Board Vice Chair provides leadership for board members while also having the roles and responsibilities of a Regional Representative board member. The Board of Directors meets monthly to guide and oversee LeadMN's operations as its official representative body. Members are entrusted with key decision-making responsibilities, including:

- Approving amendments to Bylaws
- Revising LeadMN policies and procedures, such as financial policies
- Hiring and overseeing the LeadMN Executive Director
- Setting the annual budget
- Upholding nonprofit governance principles, including duties of care, loyalty, and obedience

The Board of Directors can adopt motions and resolutions necessary to carry out its duties, which are binding across all LeadMN matters.

### **Responsibilities of Regional Representatives**

- Attend and prepare for monthly Board of Directors meetings
- Attend two General Assembly conferences (April and November)
- Host one Regional Meeting during the year
- Attend Leadership Team Onboarding Retreat (August)

### **Additional Responsibilities of the Board Vice Chair**

- The Vice Chair shall assist the Chair of the Board in the performance of the Chair's duties and responsibilities and shall carry out such assignments as may be delegated by the Chair or the Board of Directors.
- In the absence, incapacity, resignation, or removal of the Chair, the Vice Chair shall assume the duties and powers of the Chair, subject to any limitations imposed by the Board of Directors or these Bylaws.
- The Vice Chair shall preside at meetings of the Board of Directors or committees when requested by the Chair or in the Chair's absence.
- The Vice Chair shall assist in officer succession planning and leadership development to ensure continuity of Board leadership.

- The Vice Chair shall perform such other duties as may be assigned by the Board of Directors or the Chair of the Board from time to time or as are incident to the office.

### **Skills and Benefits You'll Gain**

- Earn compensation for your role
- Build foundational knowledge of nonprofit board service
- Develop professional accountability and leadership skills
- Expand your professional network

### **The Board of Directors has one seat for a Regional Representative from each of our seven regions:**

1. North
2. Central
3. South
4. West Metro
5. East Metro
6. The Cities
7. Northwest Metro

### **About LeadMN**

LeadMN represents over 100,000 students across Minnesota's 48 public technical and two-year colleges. We work to ensure accessible, affordable, and high-quality public higher education. Through leadership development, advocacy, scholarships, and statewide collaboration, LeadMN empowers students to lead and succeed.

Our four program pillars—Leadership, Empowerment, Success, and Driving Change—provide students with the skills and confidence to achieve long-term personal and professional growth.

### **To Apply**

Go to [www.leadmn.org/student-opportunities](http://www.leadmn.org/student-opportunities) and fill out the form there! Questions? Email Rachel at [rachel@leadmn.org](mailto:rachel@leadmn.org)