

Junior Board Vice Chair – Job Description

Position Summary

The Junior Board Vice Chair serves as the second-in-command of the Junior Board, supporting the Chair in leading a group of high school student leaders committed to advancing the mission of the organization. The Vice Chair helps ensure strong communication, active engagement, and effective coordination of Junior Board activities, meetings, and service initiatives.

Key Responsibilities

Leadership & Governance Support

- Serve as a key leader of the Junior Board and act in the absence of the Junior Board Chair
- Assist in planning and facilitating Junior Board meetings alongside adult advisors
- Help set meeting agendas with the Chair and staff liaison
- Support a positive, inclusive, and organized board culture

Communication & Engagement

- Help maintain communication between Junior Board members, staff, and committee leads
- Support outreach to ensure strong attendance and participation at meetings and events
- Assist in welcoming and onboarding new Junior Board members

Program & Event Support

- Help coordinate Junior Board service projects, volunteer events, and fundraising efforts
- Support committees (e.g., outreach, events, fundraising, communications) as needed
- Participate actively in all Junior Board initiatives and events

Collaboration with Chair

- Work closely with the Junior Board Chair to share leadership responsibilities
- Step in to lead meetings or tasks when the Chair is unavailable
- Help problem-solve challenges and ensure follow-through on Junior Board goals

Qualifications

- High school student in good standing
- Strong communication and teamwork skills
- Interest in community service, leadership, and nonprofit work

- Ability to commit time to meetings, events, and planning sessions
- Dependable, organized, and willing to take initiative

Time Commitment

- Attend all Junior Board meetings (monthly or bi-monthly, as defined)
- Additional planning or leadership meetings as needed