Purpose
The Vice Chair of the SIR Foundation is responsible for supporting the Chair of the Foundation in his/her official duties which include: 1) leading the strategic initiatives of the Foundation, 2) presiding over Board and FORD (Foundation Officers and Research Directors Committee) meetings, and 3) implementing policies and programs that ensure appropriate administrative systems are established and maintained. He/she is charged with performing the duties of the Chair in accordance with the Foundation bylaws in the event the Chair is unable to perform their duties.

Term in Office
The term of Vice Chair is two years. However, the position is successive with a full six-year commitment. To accomplish a smooth transition in the management of the Foundation, the vice chair shall become the chair (two-year term) and the chair shall become the past chair (two-year term). Council terms begin at the adjournment of the Annual Members’ Business Meeting.

Key Responsibilities
- Prepares to assume the office of the Chair
- Performs the duties of the office of Chair should that office become vacant, and subsequently fill the office of Chair for a regular term
- Assists the Chair in the execution of his or her duties
- Performs any other duties as assigned by the Chair

Reporting
The Vice Chair reports directly to the SIR Foundation Chair.

Support
The Vice Chair is supported by the SIR Foundation Executive Director.

Committee Membership
- SIR Foundation Board of Directors – voting position
- Foundation Officers and Research Directors (FORD); the Foundation’s “Operations Committee” – voting position
- Strongly encouraged to attend SIR Executive Council meetings – non-voting position

Fundraising and Contribution
Every Board member is expected to support, promote, and actively fundraise for the Foundation, to personally contribute at least $1,000/yr to the Annual Fund in support of Pioneer Circle, and to attend and encourage attendance at the SIR Foundation Gala.
**Time Commitment**

- Attendance and active participation is required during 3 SIR EC and Foundation Board meetings, approximately 2 days each
- Active participation on the FORD (Foundation Officers and Research Directors) calls as needed. These occur approximately 1-3 times a year.
- Participation on Foundation Leadership call with Chair, Past Chair and Executive Director to discuss division activities (2 calls per month)
- Reasonable availability for additional conference calls on an as needed basis

**Role and Qualifications**

- Must have served in a leadership capacity on one or more SIR or SIR Foundation committees, divisions or task forces
- Must currently be a Pioneer Circle member