

Wallowa County Community Endowment
Fund Advisory Committee
Job Description: Vice Chair

Title: Vice Chair

Purpose:

1. To provide assistance to the Chair
2. To train for the position of the Chair

Requirement/Skills:

1. Enthusiasm for and commitment to the endowment
2. Ability to speak before a group
3. Ability to work closely with the chair and with other people
4. Ability to delegate responsibility

Duties:

1. Assist Chair in the planning and implementation of endowment meetings and other activities
2. Attend all Fund Advisory Committee (FAC) meetings
3. Help create the endowment's calendar of events
4. Help with endowment's sponsored activities and events
5. Attend OCF workshops and other training sessions

Minimum Time Commitment:

1. Two to three hours monthly assisting the Chair
2. Two to three hours per monthly meeting, with the potential to meet less frequently as the fund develops
3. Additional time as necessary during first six months

Results:

1. Personal satisfaction in growth of community endowment
2. Increased knowledge of the community
3. Development of organizational and leadership skills in preparation for potential role as Chair

Resources:

1. OCF staff
2. Limited use of NEOEDD staff and equipment