



ArchivesSpace Governance Board Vice Chair Position Description

Position title: ArchivesSpace Governance Board Vice Chair

Length of Term: 1 year

Renewable: Not immediately renewable but a board member can serve as Vice Chair again after a gap

Responsibilities of the ArchivesSpace Governance Board Vice Chair

In addition to the responsibilities of all Board members, the Governance Board Vice Chair is expected to:

- Perform the responsibilities of the Chair when the Chair is not available (see Board Chair Position Description)
- Work closely with the Chair and other Board members in furthering the mission of the ArchivesSpace program
- Participate closely with the Chair to develop and implement officer transition plans
- Perform other responsibilities as assigned by the Board

The Vice Chair ascends to the Chair position at the conclusion of the term as Vice Chair as outlined in the ArchivesSpace Bylaws:

“Annually, the Governance Board will select one of its members to serve a three-year term: one year as Vice-Chair, one year as Chair, and one year as Past-Chair. The Chair will preside over meetings and oversee the governance activities conducted under these Bylaws.”

<https://archivesspace.org/wp-content/uploads/2018/04/ASpace-Bylaws-Rev.2018.03.29.pdf>

