

## **Co-Chairperson**

We are seeking an experienced polished Co-chairman to coordinate the Chairman's business, social and personal affairs with a team of personal assistants. Candidates must have 3-5 years experience as a Personal Assistant to an entertainer, athlete or CEO of a major corporation. This is an Executive position, and requires working knowledge of assisting an executive and the family with various personal tasks. Must be highly-connected in Chicago's philanthropic scene and familiar with foundations, events and contributors who can further the organization's mission.

### **Responsibilities Include:**

1. Preside over board or executive committee in the chairman's stead.
2. Supply vision and imagination at the highest level (normally working closely with the MD or CEO)
3. Take chair at general meetings, within which: to ensure orderly conduct; fair and appropriate opportunity for all to contribute; suitable time allocation per item; determining order of agenda; directing discussion towards consensus; clarifying and summing up actions and policies
4. Act as the organizations's representative in its dealings with the outside world
5. Play a leading part in determining composition of board and sub-committees, so as to achieve harmony and effectiveness
6. Take decisions as delegated by the board and where required chair board meetings.
7. Execute the responsibilities of a company director according to lawful and ethical standards, as referenced in ... (whatever director policy and standards document you might use).

(The co-chairman is appointed by the chairman and ratified by the committee)

### **Salary:**

Salary is based on revenues and contributions allotted to the non-profit. (For further details, please speak to the Administrator.)