

Terms of Reference: Co- Chair of the Board

DATE OF EFFECT: 11-26-2025

LAST REVISED: 11-26-2025

PURPOSE & SCOPE

The Co-Chair of the Board is responsible for working alongside the Chair of the Board to provide leadership and governance oversight for Rural Artists Against Hate. The Co-Chair plays a key role in ensuring that the Board functions effectively and that the organization's mission, goals, and values are consistently upheld. This role provides support to the Chair in managing the Board's activities and ensures continuity in leadership, especially during the Chair's absence or when additional support is needed.

The Co-Chair may also serve as a liaison between the Board and the broader volunteer body, promoting collaboration, inclusion, and open communication throughout the organization.

KEY RESPONSIBILITIES

- Leadership and Governance Support
 - Support the Chair in providing leadership and strategic direction to the Board, ensuring that all Board members are engaged and working toward the organization's goals.
 - Share the responsibility with the Chair in setting Board meeting agendas, ensuring that meetings are productive, inclusive, and aligned with organizational priorities.
 - In the absence of the Chair, the Co-Chair assumes all responsibilities of the Chair, including presiding over meetings and ensuring that Board activities continue smoothly.
 - Ensure that Board meetings are conducted in a transparent, fair, and effective manner, encouraging active participation and facilitating decision-making.
 - Assist in fostering a positive and inclusive environment within the Board and the organization, promoting teamwork and cooperation among Board members.
- Succession Planning and Continuity
 - Collaborate with the Chair to develop and implement succession planning strategies, ensuring that the Board remains well-equipped to continue its work in the long term.
 - Support the Chair in maintaining continuity in leadership and governance processes, ensuring that Board operations remain stable during transitions in leadership.
 - Be prepared to step into the role of Chair should the position become vacant or the Chair is unavailable for an extended period.
- Collaboration and Communication
 - Act as a key point of contact between the Board and other volunteers, ensuring that communication between all interested parties is open, clear, and productive.
 - Work closely with the Chair and other Board members to ensure alignment between the Board's activities and the organization's mission, vision, and values.
 - Support the Chair in overseeing Board development, ensuring that new Board members are properly onboarded and that ongoing training is available for all Board members.

- **Committee and Volunteer Support**
 - Work with Board committees and volunteers to ensure that the organization's volunteer base is engaged and supported.
 - Assist in the development and implementation of volunteer recruitment and retention strategies, ensuring that volunteers are recognized and supported in their roles.
 - Where applicable, help the Chair support the work of committees by reviewing reports, providing feedback, and ensuring that the committees are adequately resourced and aligned with organizational priorities.
- **Advocacy and Public Relations**
 - In collaboration with the Chair, represent Rural Artists Against Hate in public-facing activities, including community outreach, events, and external meetings.
 - Support the Chair in maintaining positive relationships with key interested parties, donors, and community organizations.
 - Promote the mission of Rural Artists Against Hate, ensuring that the organization's public messaging is consistent with its values.
- **Conflict Resolution and Support**
 - Support the Chair in resolving conflicts or addressing challenges within the Board or volunteer body, ensuring that issues are addressed respectfully and in accordance with the organization's policies.
 - Assist the Chair in handling sensitive matters related to governance, human resources, and external relationships, ensuring that all issues are managed ethically and effectively.

QUALIFICATIONS AND SKILLS

- Previous experience in leadership, governance, or volunteer management is an asset.
- A strong commitment to Rural Artists Against Hate's mission and values, with a particular focus on inclusion, equity, and community support.
- Strong communication and interpersonal skills, with the ability to foster collaboration and resolve conflicts.
- The ability to work effectively with diverse individuals and groups and promote inclusivity in all aspects of governance.
- Experience or interest in nonprofit governance, community-based work, or advocacy is an asset.

MEETINGS

- The Co-Chair will participate in all regular Board meetings, which will be held at least quarterly. In absence of the Chair they will preside over Board meetings.
- In collaboration with the Chair, the Co-Chair will ensure that meeting agendas are set in advance and that meeting outcomes are communicated effectively to Board members and relevant interested parties.
- The Co-Chair will act as a facilitator in Board meetings when necessary and step in as the meeting lead in the Chair's absence.

TERMS OF OFFICE

- The Co-Chair shall serve a term of 1 year, with the possibility of reappointment for subsequent terms as determined by the Board.
- The Co-Chair's term may be extended based on the needs of the organization and the Co-Chair's performance.

AUTHORITY AND REPORTING

- The Co-Chair has the authority to step into the role of Chair as needed and share in the leadership responsibilities of the Board.
- The Co-Chair will report regularly to the Board, providing updates on Board activities and ensuring that the Co-Chair's responsibilities are being fulfilled.
- The Co-Chair will work collaboratively with the Chair to ensure that the Board's governance remains strong and that the organization continues to move toward its strategic goals.