

WVBOLD - Vice Chair

Position Overview

Oversees the operation of the WVBOLD in accordance with applicable state statute and regulation in the absence of the Chair.

Responsibilities and Duties in the absence of the Chair

- Assume office at the beginning of the new Fiscal Year.
- Presides over the meetings and hearings of the Board.
- Schedules board meetings. Determines frequency of meetings. Creates an agenda that includes financial reporting, personnel updates, and progress reports from each area.
- Facilitate review of current strategic plan and development of a yearly Board's plan of action.
- Works with the Treasurer who prepares a budget for the upcoming Fiscal year for vote.
- Review all submitted statements of expenses and contracts.
- Represent the Board (liaison) at meetings of allied groups when invited and if possible. Or may appoint a representative.
- Facilitates transition of new board members.

Qualifications

“Each member of the board shall be a citizen of the United States and a resident of this state. Four members shall have experience as a registered or licensed dietitian for a minimum of three years preceding the date of appointment.” (See W. Va. Code § 30-35-3)