

# Position Description

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## Vice Chair – Service Policy & Strategy

### Purpose

The Vice Chair – Service Policy & Strategy is the principle officer responsible for organizing and leading activities to make trains and rail transit more available, more relevant and more attractive travel choices for all Americans. He or she oversees all committees involved in this mission critical area, ensures that the chairmen of each committee understand the purpose and function of his or her committee; monitors the performance of each committee; provides periodic reports on committee performance; and makes recommendations to the Chair of the Board and the Board of Directors.

### Qualifications

The Vice Chair – Service Policy & Strategy has the ability to lead and inspire others, listen, communicate, think strategically and forge consensus. He or she should be familiar with passenger train operations both in the United States and in other nations. Personal traits such as patience, persistence and persuasiveness are also important. An enthusiastic commitment to the Association's mission and a willingness to devote considerable time and energy are essential.

### Key Responsibilities

1. In consultation with the Chair of the Board, develops and refines committee structure
2. Coordinates the activities of Service Policy & Strategy committees
3. Chairs regular meetings with the Chairmen of mission critical committees
4. Oversees the planning and execution of the programs and activities of each committee
5. Makes regular reports of problems, opportunities and accomplishments to the Chair of the Board and to the Board of Directors
6. Develops and leads a program to identify and recruit qualified candidates for Service Policy & Strategy committees

### Reports to

Chair of the Board

### Supervises

Committee Chairmen

### Coordinates with

President

Adopted by the Board of Directors 11/05/08