

Job Description

Job Title Vice Chair (when there is one (1) Vice Chair), First Vice Chair (when there is more than one (1) Vice Chair) of the Board of Directors

Job No. N/A

Division Board of Directors

Effective Date March 17, 2020

Department N/A

Current Revision July 23, 2024

Unit N/A

Approvals

Board Executive Committee – April 22, 2025

Board – May 6, 2025

Job Reporting Relationships

Supervised by: Chair of the Board of Directors and Board of Directors

Supervises: N/A

Basic Qualifications

Education/Training: Current member of the Board of Directors of the Corporation and the Bank; a thorough knowledge of key issues facing the banking/financial services industry and a thorough knowledge of the Corporation and Bank safety, soundness and governance matters.

Skill(s): A demonstrated proficiency in business planning and executive management; exceptional interpersonal relations, communications and leadership skills; visual and auditory skills; valid driver's license. Must be supportive of the Corporation's and Bank's commitment to remain independent.

Experience: A minimum of two (2) to four (4) years' related experience normally required. Must be an independent member of the Board of Directors as defined under the Nasdaq Listing Standards and SEC regulations.

General Responsibilities

Chairs the Board of Directors meetings in the absence of or at the request of the Chair of the Board; assists the Chair of the Board in the responsibility for Board of Director oversight in a manner which is consistent with safe and sound business practices and regulatory requirements; carries out assigned leadership duties relating to the functioning, responsibilities and/or effectiveness of the Board; communicating and collaborating with the Chair of the Board on all decisions affecting the Corporation and the Bank that must be made at the Board level; and, ensuring the implementation of directives of the Board.

Essential Duties

1. Assists the Chair of the Board in providing leadership to the Board of Directors.
2. Chairs meetings of the Board in the absence of or at the request of the Chair of the Board.
3. In the absence or incapacity of the Chair of the Board, works with the Corporation President & CEO to perform the essential duties of the Chair of the Board.
4. Assists the Chair of the Board in planning for Board and Board Committee meeting agendas and activities.
5. Discusses issues confronting the organization with the Chair of the Board and the Corporation President & CEO.
6. In collaboration with the Chair of the Board, helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
7. Reviews with the Chair of the Board any issues of concern to the Board.
8. Works closely with the Chair of the Board to oversee the development and implementation of corporate governance guidelines and evaluation of the effectiveness of the Board members.
9. Assists the Chair of the Board in overall responsibility for Board level personnel issues.
10. Assists the Chair of the Board in planning the annual Board of Directors Retreat.
11. Serves on and/or chairs Board Committees as assigned by the Board of Directors.
12. Supports the Corporation and the Bank by establishing personal and/or business account relationships, as practical; making referrals to Bank staff for new business development; purchasing additional shares of ACNB Corporation stock; and, attending Corporation and Bank events.
13. Promotes a favorable image of the Corporation and the Bank to the community, shareholders and employees.
14. Is active in community leadership and activities.
15. Avoids any and all potential or perceived conflicts of interest and unfair financial practices.
16. Understands one's fiduciary duty under law as Vice Chair of the Board of Directors.
17. Performs other responsibilities assigned by the Board.

ACNB CORPORATION & ACNB BANK

Ancillary Duties

1. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.

Job Location

ACNB Corporation Operations Center, 100 V-Twin Drive, Gettysburg, PA 17325
Various Bank and outside locations

Equipment/Machines

1. iPad