

## Board Chair Roles and Responsibilities

**Appointment:** Nominated by the Executive Committee and approved by the Board of Directors

**Term:** Officers shall hold office for two years with the possibility of two consecutive terms

### Roles and Responsibilities

Serves as the Chief Volunteer of the Organization

Provides leadership and ensures the Board of Directors functions properly by:

- Setting the tone and leading Board meetings including working in concert with the CEO on the development of agendas and relevant material preparation
  - Meetings will occur at least \_\_\_\_\_ times annually
  - Pre-meeting with the CEO to develop meeting agendas and activities
- Working in conjunction with the Governance Committee to guide and mediate the Board's actions with respect to Organizational priorities and governance concerns
- Monitoring in conjunction with the Treasurer and the Finance & Audit Committee the Organization's financial performance and planning and reporting practices.
- Monitoring in conjunction with the Executive Committee, the Governance Committee and the CEO compliance with all applicable laws and rules governing the operation and activities of the Organization
- Serving as an ex officio member of committees and attend meetings as needed
- Leading the hiring, supervision and evaluation of the CEO
- Chairing the Executive Committee comprised of the Vice Chair, Treasurer, Secretary and other Members as elected by the Board
- Representing the Organization at events and meetings

### Strategic Planning

- Work in conjunction with the Executive Committee, Governance Committee and the CEO on matters and activities related to the Organization's short and long term strategic vision and planning

### Policies and Procedures:

- Work in Conjunction with the Vice Chair, Governance Committee and the CEO to ensure that appropriate policies, procedures and practices are in place for the effective management and operation of the Organization
- Work in conjunction with the Vice Chair, Governance Committee Chair and the CEO to ensure that Board members understand policies and procedures that guide the work of the Organization

### Continuing Education:

- Ensure continuing education opportunities are available to the staff and Board members

### Fund Development:

- Work in conjunction with the Executive Committee, Donor Engagement **{or equivalent insert Committee Name}** Committee and the CEO to guide the fund/business development of the Organization
- Encourage all Board Members to consider **{insert Organization Name}** a philanthropic priority and make annual gifts that reflect that priority.