

Board Chair Position Description Sample

XYZ ORGANIZATION

QUALIFICATIONS

Completed two years of board membership and have an understanding of how to run an effective board meeting.

TERM

The Chair is elected by the board for a term as stipulated in the bylaws.

REQUIREMENTS

- Gain confidence of the board and Executive Director through time as a board member
- Commitment to the work of the organization
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, and/or personnel
- Regular attendance at board meetings
- Prepare for and participate in the discussions and deliberations of the board
- Foster a positive working relationship with other board members and the organization's staff
- Be aware of and abstain from real or perceived conflicts of interest

REQUIREMENTS

- Be the primary spokesperson for XYZ Organization to the media and the community at large
- Build a positive and professional relationship with the Executive Director
- Chair the Executive Committee
- Serve as signing authority on behalf of the board for financial and legal purposes
- Provide leadership and direction to the board
- Arrange for Vice Chair to chair meetings when absent
- In conjunction with the Executive Director, set the periodic board meeting agenda
- Ensure committee chairs carry out their duties in an effective and timely manner
- Ensure board members receive agenda and minutes in a timely manner
- Adhere to general duties outlined in the board member job description