

Board Chair Job Description Template

This template has been developed utilizing Hedges experience and resources from [BoardSource](#).

Position Title:	Board Chair
Reports to:	Board of Directors
Term:	(Insert specific length of term based on organization's by-laws)
Position Summary:	The Board Chair leads the Board of Directors and provides direct supervision of the chief executive, to fulfill the organization's governance responsibilities, ensuring alignment with the mission, strategic goals, and fiduciary responsibilities.

Key Responsibilities:

Leadership and Governance

- Collaborate with the chief executive and Executive Committee to prepare agendas and materials for board and executive committee meetings
- Preside over the board and Executive Committee meetings, ensuring they are efficient, inclusive, and productive
- Support the board in the development and implementation of policies and procedures that align with the organization's mission
- Ensure prioritization of the strategic planning and goal-setting processes
- Work with chief executive and Executive Committee to establish and maintain a succession plan for chief executive and board leadership positions
- Motivate board members to attend meetings and actively participate

Board Development & Engagement

- Work with the Governance/Nominating Committee to identify, recruit, onboard, and mentor new board members
- Work with Governance Committee to ensure all board members are involved in committee activities and assigns committee chairs
- Work with Governance Committee to conduct annual board evaluations and address gaps in performance or skills
- Work with the Governance/Nominating Committee to promote diversity, equity, and inclusion in board composition and activities

Executive Support and Oversight

- Act as the primary liaison between the board and the chief executive
- Support the chief executive through ongoing communication
- Oversee the evaluation of the chief executive's performance, gathering feedback from board members and providing constructive, summarized feedback
- Ensure a chief executive search process is conducted, as needed
- Lead organizational operations in absence of the chief executive

Fundraising and Advocacy

- Actively participate in and support the organization's fundraising efforts
- Serve as a public ambassador for the organization
- Act as an alternate spokesperson for the organization in absence of and/or partnership with the chief executive, as aligned to spokesperson policies
- Work with the Development Committee to engage board members in fundraising and ensure 100% board participation in fundraising efforts

Fiduciary Responsibilities

In partnership with the Executive Committee:

- Ensure the organization adheres to its bylaws and complies with all applicable laws and regulations
- Lead the board in fulfilling its oversight responsibilities, including financial management and risk mitigation
- Ensure proper documentation of board activities, including meeting minutes, resolutions, and reports

Qualifications:

- Demonstrated leadership experience and willingness to provide coaching to chief executive and board members as needed
- Strong understanding of the organization's vision, mission, programs, and values
- Excellent communication, interpersonal, and collaboration skills
- Ability to foster a culture of accountability, innovation, and inclusivity