

Job Descriptions

Board Chair

Responsibilities

Provide leadership to the volunteer board in determining that the board meets all responsibilities. Serves as chief spokesperson in all board matters. Promotes agency activities aimed at achieving its goals.

Human Resources

Board Leadership—Appoints, subject to ratification of the board, standing committee chairs and such special committees as may be deemed necessary to expedite the goals of the agency. Directs the board in the fulfillment of its stated roles. Presides in regular and special meetings of the board and its executive committee.

Leadership Development—Promotes the development of selected volunteers to assume future key leadership roles in the agency and assists current agency leadership in identifying key persons in the community who should be recruited to assist the agency.

Supervision—Supervises the executive director, assuring that the internal operations of the agency are conducted effectively and with maximum efficiency toward achieving its stated objectives. Supervises standing committee chairs to assure that their stated functions are being performed.

Planning

Oversees the planning and goal-setting process for the agency and ensures that the committees of the board and staff members work cooperatively so that the planning functions can be accomplished. Ensures that personnel evaluations take place for board and staff, as well as program evaluations.

Finance

Appoints finance committee and monitors the fiscal policy development and management of the agency.

Community Relations

Serves as official spokesperson to the public on all board matters, and ensures that the public relations efforts of the organization are clearly maintained.

Job Descriptions

Board Chair (continued)

Organizational Operations

Ensures that board committee structure functions well and that the staff structure is appropriate for the management of the agency. Monitors legal accountability processes of the agency.

Minimal Job Requirements

- Demonstrated commitment to goals and objectives of the agency. Record of support for the agency by representing the community and by contributing both financially and with time.
- Demonstrated community leadership which will enhance the agency's image in the general community.
- Record of experience as a volunteer leader with responsibility in one or more major functions of the agency.
- Willingness to expand knowledge and board responsibilities and chair responsibilities through ongoing training.
- Willingness and ability to represent the agency in the community.
- Six to fifteen hours per month to contribute as leader of the organization.