

# BOARD CHAIR JOB RESPONSIBILITIES

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## **POSITION OVERVIEW**

The nonprofit chair is an enthusiastic leader who sets strategy with the board, ensures resources are available and provides general oversight of organizational activities. A primary responsibility is to lead individual board members to work as unit in support of the mission of the nonprofit. In this role they facilitate board meetings, show strong leadership and guide decisions by the board. This role will require 15 hours per month.

## **ESSENTIAL AND IMPORTANT DUTIES**

Duties may include, but are not limited to, the following:

1. Serves as the contact point for individual board members on board issues.
2. Works with the board to set strategy, goals, and objectives for the board and ensures they are met.
3. Ensures all board members are involved in committee activities and assists committee chairs.
4. Calls board meetings and sets the agenda with the Director. Runs the meeting in accordance with Robert's Rules of Order.
5. Engages board members in deliberation.
6. Ensures appropriate voting process are in line with organizational by-laws.
7. Assists in recruiting qualified new board member candidates.
8. Raises income through donations, grants and other avenues.
9. Maintains visibility in the community and transparency of activities conducted by the organization.
10. Ensures accountability of board members.
11. Supports and supervises the Executive Director.
12. Oversees the administrative aspect of the organization.

## **MINIMUM QUALIFICATIONS**

1. Five (5) years of progressively responsible experience or any equivalent combination of education and experience.
2. Considerable knowledge of nonprofit organizations including applicable laws and regulations.
3. Skill in resolving disputes and moving to positive resolutions.
4. Ability to plan, organize, direct and supervise the work of the organization.
5. Ability to communicate effectively verbally and in writing.
6. Ability to establish and maintain effective working relationships with Helper City and the general public.