



## Chair of the Board of Directors Job Description and Expectations

### Position Summary:

The Chair is the chief volunteer officer and role model for the board. It is the chair's responsibility to develop the board as a cohesive and effective team. The Chair is responsible for ensuring that the Board of Directors and its members: are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; conduct board business effectively and efficiently; and are accountable for their performance.

### The Chair shall be responsible for:

- Attend and oversee all board meetings.
- Calls special meetings if necessary.
- Assists Executive Director in preparing agenda for board meetings.
- Work in partnership with the Executive Director in achieving the organization's mission and make sure board resolutions are carried out.
- Encourages the board's role in strategic planning.
- Provides leadership to the board, who sets policy and to whom the Executive Director is accountable.
- Appoints all committee chairs, in consultation with other Board members; and with the Executive Director, recommend who will serve on committees.
- Serves ex officio as a member of committees and attends their meetings when invited.
- Works with the board to recruit new board members.
- Assists Executive Director in conducting new board member orientation.
- Acts as an alternate spokesperson for the Council.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Formally evaluates the performance of the Executive Director and coordinates an annual performance evaluation.
- Informally evaluates the effectiveness of the board members.
- Periodically consults with board members on their roles as outlined in the *Member of the Board of Directors Job Description and Expectations* and help them assess their performance.
- Oversees searches for a new Executive Director.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities.
- Evaluates annually the performance of the organization in achieving its mission.
- Performs other responsibilities assigned by the Board.

**Length of term:** The term of office shall be for two years. An officer shall hold office until the successor has been duly qualified and appointed.

### Meetings and time commitment:

- The board of directors meets monthly on the last Friday of the month, 9:00 a.m., in Fort Worth. Meetings typically last 90 minutes.