



Chairman

Position Title:	Chairman
Basic Function:	Provide leadership to the volunteer board in determining that the board meets all responsibilities. Serves as chief spokesperson in all board matters. Promotes organization activities aimed at achieving its goals.
Term:	The Chairman serves for a two-year period
Responsibilities:	<p>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 organization. Directs the board in the fulfillment of its stated roles. Presides in regular and special meetings of the board and its executive committee.</p> <p>Promotes the development of selected volunteers to assume future key leadership roles in the organization and assists current organization leadership in identifying key persons in the community who should be recruited to assist the organization.</p> <p>Supervises the President/CEO, assuring that the internal operations of the organization 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.</p> <p>Oversees the planning and goal-setting process for the organization 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.</p> <p>Appoints finance committee and monitors the fiscal policy development and management of the organization.</p>

In conjunction with the executive committee, set board meeting agendas.

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

Ensures that board committee structure functions well and that the staff structure is appropriate for the management of the organization. Monitors legal accountability processes of the organization and has signing authority on behalf of the board for financial and legal purposes.

Adheres to general duties outlined in the board member job description.

Minimal Job
Requirements:

Demonstrated commitment to the goals and objectives of the organization. Record of support for the organization by contributing both financially and with time.

Demonstrated community leadership which will enhance the organization's image in the general public.

Record of experience as a volunteer leader with responsibility in one or more major functions of the organization.

Willingness and ability to represent the organization in the industry and outside of the industry.

Six to fifteen hours per month to contribute as leader of the organization.