



Helping Boards Be Even More Effective Problem Solving Units

Board Chair Job Description

The Board Chair is the “voice” of the Board of Directors to external stakeholders, the press, and to the Chief Executive Officer. A second role is to insure that Board meetings run effectively.

The role is Board Member+ and not Chief Board Member. The Chair is more “facilitator” than “manger” with hiring/firing authority.

Specific Duties:

1. Is a member of the Board and the spokesperson for the Board of Directors with the Chief Executive Officer. The Chair also acts as the spokesperson for the Board of Directors with internal and external stakeholders plus the media.
2. Reviews and makes suggested changes to the Board meeting agenda proposed by the CEO; once the agenda is approved by the Chair, the Chair will run the Board meeting consistent with that agenda.
3. Starts meetings on time and ends meetings on time.
4. Insures full and frank discussion at Board meetings by paying attention to who is NOIT speaking: proactively solicits the opinions of quiet Board members.
5. In consultation with committee members and the CEO, appoints Board members to committees and appoints the chairpersons of committees.
6. Serves ex officio as a member of committees and can attend committee meetings.
7. Helps the CEO effectively respond to Board concerns by informally canvassing Board members prior to formal meetings.
8. Is the chief advocate for continuous quality improvement at the Board of Director level by asking members how meetings can be improved, being a role model for learning, and informally talking with Board members who might not be meeting standards.
9. Performs other responsibilities assigned by the Board.