**Board Chair Job Description**

**Position:** Board Chair (Volunteer)

**Time Commitment:** <Enter hours per week or month>

**Term:** <Enter length>

# Accountability

The Chair serves and is accountable to the Board of Directors of <enter name of NSF> for his/her performance.

# Authority

The Chair has no formal authority to direct the Board or the affairs of <enter name of NSF>, unless otherwise authorized. Like other Board Members, the Chair is entitled to make motions and vote on matters before <enter name of NSF>.

The Chair may not, on behalf of <enter name of NSF>, enter into contracts without the knowledge and approval of the Board and/or the Executive Committee of the Board (including the Executive Director).

# Responsibility

The Chair is, first and foremost, responsible for the effective functioning of the Board in its role of governing <enter name of NSF>. All other duties are secondary.

**Primary Duties**

# In addition to the duties of every Board Member, the Chair is responsible for:

# Overseeing the preparation of the Board’s meeting agenda with input from the Executive Director.

# Chairing all meetings of the Board of Directors

* Reviewing meeting minutes
* Enforcing rules of conduct as they apply to the board and its individual members
* Disciplining members of the Board
* Ensuring there is a process to evaluate the effectiveness of the Board
* Ensuring there is a formal evaluation of the performance of the Executive Director based on accepted criteria

# Serving as spokesperson, together with the Executive Director

* Ensuring full and timely communication with members of the Board
* Ensuring the effectiveness of governing committees

# Preparing for and chairing the Annual General Meeting (AGM)

* The preparation of an annual statement from the Board (board or governance report) for presentation at the AGM and inclusion in the annual report
* Co-signing contracts on behalf of <enter name of NSF>

# Secondary Duties

# The chair may, with greater regularity than other members of the board:

# Prepare recommendations for Board consideration

* Prepare recommendations to the members for changes to by-laws
* Be available to the Executive Director for consultation purposes
* Represent <enter name of NSF> at community meetings and events

**Other Duties**

The Board may authorize the Chair to take on additional duties only if they do not interfere with any of the above.

**Ex-officio Status**

To ensure effective communication, the Chair will be an ex-officio member of all governance committees and may attend their meetings when needed.

# Qualifications

The Chair must have:

* A commitment to, and a clear understanding of the mission of the organization
* Knowledge of meeting procedures, governance policies and by-laws of <enter name of NSF>
* Sufficient time to devote to his/her primary duties

# Evaluation

The effectiveness of the Chair shall be evaluated as part of the evaluation of the Board itself.

**Removal of Chair**

Unless otherwise indicated in the by-laws, the Chair may be removed by a special resolution of the Board for which advance notification has been given to all Directors, duly moved and seconded, and passed by a majority of Directors present at a regular or special meeting of the Board.