

## **BASIC RESPONSIBILITIES- Board Chair**

**Works with Board of Directors and Key Staff in coordination with the CEO, and in accordance with regulations, to establish and maintain systems**

- 1) Plan the organization's human and financial resources; set priorities for future development
- 2) Review operational and service effectiveness and set priorities for future development
- 3) Oversee fiscal affairs

### **Facilitates Board Meetings**

- 1) Develops agenda with CEO
- 2) Leads board meeting .
- 3) Ensures
  - a) Agenda is followed
  - b) Board members have opportunity to participate in discussions
  - c) Procedures are followed for decision making

### **Works with Committees, Task Forces or other Ad Hoc Groups**

- 1) Appoints committee and task force chairs and members in consultation with Committee on Governance
- 2) Attends meetings (as able)

### **Conducts annual evaluation of the CEO**

- 1) Process handled in concert with members of the Executive Committee
- 2) Sets compensation

### **Facilitates Communication With and Among Board Members and CEO**

### **\Educates the Board**

- 1) Writes and/or send articles to board members (email process handled by marketing staff) **if desired**
- 2) Schedules retreat to educate board members about an issue relevant to the board or the organization as a whole

### **Help Recruit and Orient New Board Members**

- 1) Done in concert with Committee on Governance
- 2) Helps identify board's weaknesses and supports Governance efforts to generate list of candidates
- 3) May meet with proposed candidates as part of vetting process
- 4) Participates in orientation of new board members

### **Recognize hard work and achievements of Board Members**

- 1) Mention at board meeting
- 2) Announce in newsletter and/or email

## **The Board Chair Handbook, Third Edition (PDF)**

**Format: PDF   Publication Date: 2012   Number of Pages: 135   \$ 30.00 - Member Price; \$ 45.00 - Nonmember Price**

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The *Board Chair Handbook* focuses on helping board chairs carry out their responsibilities for the good of the organization. Whether you are a seasoned board chair wanting to brush up and learn something new, an incoming board chair seeking knowledge and skills, or a person considering the possibility of becoming a board chair, this book is intended to be user-friendly and practical. The guidance will also be useful to chief executives, other management personnel who interact with the board chair (including operations officers, development directors, financial officers, and marketing directors), and consultants who work with nonprofit organizations.

This updated third edition offers new material in every chapter with expanded sections on the board chair role and the partnership with the chief executive. A new appendix outlines a leadership development model for using this handbook to create a peer-to-peer learning community of board chairs. This book is organized into three sections:

- The Foundation: Building Individual Capacity (Part I) focuses on preparing to take on the tasks and responsibilities of the board chair, beginning with an exploration of the personal decision to accept the job and covering roles, relationships, and skills.
- The Journey: Optimizing the Work of the Board (Part II) deals with the application of strong leadership and sound governance practices with a focus on board process and board tasks.
- The Finale: Creating Endings and New Beginnings (Part III) addresses how to prepare for the end of your term as board chair, the importance of closure, and answering, “What’s next?”

Each chapter ends with a list of Board Chair’s Reminders — key tasks to help you do your job effectively. Appendix 1 provides a summary of these lists. Appendix 2 lists the twelve principles of exceptional governance found in *The Source* (BoardSource, 2005). Appendices 3 and 4 offer tools for supporting your board chair role, including how to create a learning community of board chairs along with samples of board meeting agendas and board member correspondence. Throughout the book, you’ll see board statistics and quotes from board members and chief executives.