



RESPONSIBILITIES OF THE BOARD CHAIRPERSON

The head of the Board of Directors is naturally the most important officer. The chairperson provides direction to the board and must be a strong, effective leader who is skilled in group processes and knowledgeable about people. He/she has six main responsibilities:

1. The chairperson is the “general manager” of the board and sets goals and objectives for the board. All boards should have goals and objectives that are separate from organizational goals. The Board should determine what they are going to do and what they hope to accomplish within a year on behalf of the organization and in accordance with the organization’s strategic plan. These goals and objectives must be effectively communicated by the chairperson to the rest of the board so that these members can carry them out.
2. The chairperson organizes...he/she divides board tasks into manageable assignments and structures them for committee assignment. The chairperson names committees and appoints their chairpersons and is responsible for selecting the best person(s) for a job and for ensuring that assignments are carried out in a timely fashion.
3. The chairperson is a motivator - he/she instills activism. A critical job of the chairperson of any board is the creation of a team out of its members. The chairperson must constantly communicate with fellow members, clarify members’ roles, make appropriate assignments according to individual interest, and respect each members’ individual needs - what they hope to gain from their board experience.
4. The chairperson is responsible for measuring and evaluating the board’s performance. This does not mean that a score card is kept on members’ performance. Rather, the chairperson helps set the standards and procedures whereby board self-evaluation can occur on a regular basis.
5. The chairperson of a board of directors is a catalyst for change. He/she starts projects and then lets other members complete them.
6. The chairperson calls meetings of the board and presides over them, is responsible for maintaining agenda integrity and keeping meetings focused.