## [insert organisation name and logo]

## Position Description for Board Chair (President)

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| **Board Member Position** | **Chair (President)** |
| **Function** | Lead the governance of [organisation], optimise its performance and ensure compliance with legal requirements |
| **Term** | X years commencing on X date *(date of AGM or date appointed by the Board)* |
| **Date of this Position Description** |  |
| **Date of next review**  (to be reviewed every 2 years) |  |

**POSITION REQUIREMENTS**

1. Chairing of Board meetings and events of the organisation
2. A time commitment of [X] hours per month [approximately 50% more hours than for general Board member], which includes time spent meeting with CEO outside Board meeting dates, overseeing preparation of Board agenda and minutes, Board meetings, and committee meetings
3. Chairing of the Annual General Meeting
4. Knowledge and skills in one or more areas of board governance: policy, programs, finance and/or personnel *[list others as identified in Skills Audit]*
5. Willingness to serve on at least one sub-committee and participate actively in its work
6. High level of commitment to the work of [organisation]
7. Willingness to invest in developing his/her own governance skills
8. Be informed of the services provided by the [organisation] and support them publicly
9. Prepare for and participate in the discussions and the deliberations of the Board
10. Be aware of and abstain from any conflict of interest.

**POSITION RESPONSIBILITIES**

**Planning**

1. Approve the mission and values of [organisation]
2. Lead the strategic planning process to ensure [organisation] is meeting objectives and managing risk
3. Approve organisational policies, and monitor the organisation’s performance against policies and strategic plan
4. Review and approve the marketing and fundraising plan annually
5. Review and approve the organisation’s budget annually.

**Organisational**

1. Manage the relationship with the CEO, including the process to select, monitor, appraise, advise, support, reward and, when necessary, change CEO
2. Put in place management succession plans
3. Lead Board succession planning processes including board recruitment and induction of new board members
4. Review the performance of the Board annually and take steps to improve its performance.

**Operations**

1. Review results achieved by management compared with the organisation’s mission and strategic plan
2. Provide candid and constructive criticism, advice and comments
3. Approve major decisions such as major program and service changes, and capital expenditure.

**Financial operations**

1. Monitor financial performance
2. Ensure the financial structure is adequate for the organisation’s current needs and long-range strategy
3. Be assured that the board and its committees are properly and adequately informed of the condition of the organisation and its operations
4. Be assured that published reports properly reflect the operating results and financial condition of the organisation
5. Ascertain that appropriate conflict of interest policies are in place and that they are monitored and enforced
6. Appoint independent auditors, subject to approval by members
7. Review compliance with relevant legal requirements
8. Ensure appropriate risk assessment and risk management procedures are in place.

**Advocacy and marketing**

1. Review and endorse the marketing and fundraising plan annually
2. Promote the organisation’s interests actively within the broader community.
3. Represent the organisation to key agencies and sectors such as government, funding bodies, the community sector, and the media.

*This template has been adapted from BoardConnect (*[*http://www.boardconnect.com.au/resources/articles/duties/67-member.html*](http://www.boardconnect.com.au/resources/articles/duties/67-member.html)*), United Way (*[*www.boarddevelopment.org*](http://www.boarddevelopment.org)) *and David Fishel, The Book of the Board, 2nd Edition, Federation Press, 2008.*