**[insert organisation name/logo]**

**Position Description for Board Chair (President)**

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| **Board Member Position**  | **Board Chair (President)** |
| **Function** | Governance of **[insert organisation name]**, ensuring optimal performance and compliance with legal requirements.  |
| **Term** | **[Insert number of years]** years commencing on **[insert date of appointment]** |
| **Date of this Position Description**  | **[Insert date of the last review of the document]** |

**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.
5. Willingness to serve on at least one **[insert organisation name]** subcommittee or working group and participate actively in its work.
6. High level of commitment to the work of **[insert organisation name]**.
7. Willingness to invest in developing own governance skills.
8. Be informed of the services provided by **[insert organisation name]** 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.
11. Adherence to the **[insert organisation name]** Code of Conduct.

**Position responsibilities**

**Planning**

1. Participate in the development and endorsement of [organisation] mission and values, outcomes and principles
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 organisation’s budget and other financial plans

**Organisational**

1. Understand and work to the **[insert organisation name]** Constitution.
2. Manage the relationship with the CEO, including the process to select, monitor, appraise, advise, support, reward and, when necessary, change CEO
3. Lead Board succession planning processes including board recruitment and induction of new board members
4. Foster a positive working relationship with other Board members and the CEO/Manager.
5. Review the performance of the Board and participate in performance improvement.

**Operations**

1. Review **[insert organisation name]**’s achievements compared with the mission and strategic plan.
2. Provide constructive criticism, advice and comments to the CEO/Manager on organisational improvement.
3. Approve major decisions such as major program and service changes, and capital expenditure.
4. Participate in high level complaint and grievance management as required.

**Financial operations**

1. Monitor financial performance.
2. Ensure the financial structure is adequate for **[insert organisation name]**’s current needs and longer-term strategy.
3. Ensure the Board and committees are adequately informed of **[insert organisation name]**’s financial status.
4. Ensure that published reports properly reflect the operating results and financial condition of **[insert organisation name]**.
5. Ensure 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. Be informed of, and ensure compliance with, relevant legal requirements.
8. Ensure appropriate risk assessment and risk management procedures are in place.

**Advocacy and representation**

1. Represent the organisation to key agencies and sectors such as government, funding bodies, the community sector, and the media.
2. Participate in external committees, forums and meetings to represent **[insert organisation name]** members.

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| **Verification & agreement** |
| I have read and agree to the position description for Board Chair.  |
| **Position holder’s name** |  |
| Signature |  |
| Date |  |