

# **PRESIDENT OF THE BOARD**

## **PURPOSE**

To supervise board members as the principal elected officer of the board.

## **DUTIES AND RESPONSIBILITIES**

- Preside over meetings of the board and executive committee.
- Serve as ex-officio (“by virtue of the office”) member of all committees.
- Work with the administrator and committees to see that all orders and resolutions of the board are carried out.
- Coordinate the work of board officers and committees.
- Call special meetings.
- Appoint all committee chairpersons.
- Establish communication between board members and the administrator or fiscal sponsor.
- Facilitate the board’s decision-making.
- Develop a positive relationship with the administrator or fiscal sponsor.
- Assist in preparing the agenda for board meetings.
- Act as spokesperson for the board, when asked by administrator or fiscal sponsor and the board.
- Work with the administrator or applicable committee on new board member orientation.
- Oversee the search for a new administrator or fiscal sponsor, when the need arises.
- Coordinate and participate in the administrator’s annual performance evaluation (as applicable).
- Establish and enforce disciplinary guidelines and procedures for board members.
- Work with the nominating committee to recruit new board members.
- Foster a sense of team spirit on the board.
- Perform all other functions assigned by the board.
- Partners with the administrator and/or committees in achieving the organization’s mission.
- Encourages the board’s role in strategic planning.
- Reviews and discusses with the administrator and/or the board the issues confronting the organization or any issues of concern to the board.
- Monitors financial planning and reports.
- Annually evaluates the performance of the organization in its ability to achieve the mission.