JOB DESCRIPTION

| **TITLE** | BOARD CHAIR  |
| --- | --- |
| **Reports To**  | [Insert title] |

**Job Purpose**

The Chair of the Board at [Organization Name] leads the board in strategic governance to fulfill the organization’s mission of advancing [Organization's Field of Focus]. They work collaboratively with the Executive Director and board members to ensure effective oversight and strategic vision, supporting various community-driven initiatives.

This role involves advocating for [Organization Name]'s principles of equitable and just [relevant sector] systems while fostering strong relationships with stakeholders, including community groups, funders, and policymakers, to sustain the organization's impact and strategic goals.

**Duties and Responsibilities**

Overall Responsibilities:

* Lead board meetings, ensuring structured discussion and effective decision-making.
* Collaborate with the Executive Director to set agendas and guide organizational strategy.
* Act as a spokesperson, representing [Organization Name] to external audiences.
* Oversee board recruitment, onboarding, and development efforts.
* Ensure compliance with legal standards and board policies.
* Support and assess the performance of the Executive Director.
* Monitor financial planning and budgetary controls.
* Foster collaboration among board members and promote a culture of accountability.
* Perform other duties as needed.

**Qualifications**

* Proven expertise in community engagement or advocacy in [specific sector].
* Experience in [relevant industry], policy, or community health initiatives.
* Familiarity with non-profit governance frameworks.
* Strong financial literacy, particularly in budget management for non-profits.
* Ability to analyze and understand [specific sector] challenges at local and regional levels.
* Commitment to [Organization Name]’s mission and values.

**Core Competencies**

* Leadership and facilitation skills.
* Strategic and critical thinking.
* Cultural sensitivity and inclusivity.
* Problem-solving and organizational skills.
* Ability to inspire and mobilize board members and stakeholders.
* Strong communication and public speaking skills.

**Working Conditions**

* Volunteer role with flexible hours; must be available for regular board meetings.
* Requires occasional evening or weekend commitments for events or strategic meetings.
* Primarily operates in virtual settings, with opportunities for in-person engagement.