Board Member Portfolio: President/Chair

**Role Overview**  
The Board President (also known as Chair) leads the board in fulfilling its governance role, advancing the organization’s mission, and ensuring accountability. The President serves as the primary representative of the board, facilitates meetings, supports board development, and works closely with other board members and staff/volunteers to set strategic direction and maintain organizational integrity.

**Roles and Responsibilities**

**1. Leadership and Governance**

* Provide leadership to the board, ensuring that it fulfills its governance, fiduciary, strategic, and legal responsibilities.
* Collaborate with the Executive Director (if applicable) and board members to set the organization’s vision and priorities.
* Model a culture of integrity, transparency, inclusiveness, and trust at all board activities.

**2. Board Meetings Management**

* Preside over all board meetings, ensuring they are conducted efficiently, inclusively, and in accordance with bylaws and the agenda.
* Guide meeting discussions, encourage participation from all board members, and facilitate decision-making.
* Collaborate with the Secretary and Executive Director to set meeting agendas and ensure delivery of supporting materials.

**3. Board Development and Engagement**

* Lead board recruitment, orientation, evaluation, and succession planning efforts.
* Encourage board member engagement through committee participation, fundraising activities, and other board work.
* Foster a positive and collaborative team dynamic among board members and volunteers.

**4. Strategic Planning and Oversight**

* Oversee the development, approval, and monitoring of the organization’s strategic plan.
* Ensure effective implementation of policies, programs, and initiatives supporting the mission.
* Guide periodic assessment of the organization’s progress toward strategic goals.

**5. Executive Director/Staff Relationship (if applicable)**

* Serve as the primary liaison between the board and the Executive Director or lead staff member.
* Provide support, regular feedback, and annual performance reviews (in collaboration with the board).
* Ensure clear and effective communication between board and staff/volunteers.

**6. Financial Stewardship and Fundraising**

* Work with the Treasurer and board to ensure responsible stewardship of the organization’s finances.
* Support fundraising and resource development efforts; lead by example with personal engagement and advocacy.
* Authorize major commitments as allowed by the bylaws or board policy.

**7. Community Representation and Advocacy**

* Serve as a primary spokesperson for the organization in the community and with stakeholders.
* Build relationships with key partners, funders, and constituents to further the organization’s reach and impact.
* Represent the organization at public events, presentations, and in media as appropriate.

**8. Compliance and Accountability**

* Ensure the organization’s activities comply with relevant legal, regulatory, and ethical standards.
* Support the board in meeting all policy, documentation, and reporting requirements.
* Lead by example, upholding the highest standards for ethics and integrity.

**Qualifications**

* Passion for the organization’s mission and values.
* Demonstrated leadership and governance experience (non-profit preferred, but not required).
* Strong facilitation, communication, and interpersonal skills.
* Ability to inspire, build consensus, and hold others accountable with empathy.
* Strategic thinker, organized, and committed to collaboration.

*Helpful, but not required:*

* Public speaking experience or comfort representing the organization in public forums.
* Familiarity with board governance practices and legal responsibilities.

**Time Commitment**

* Preside at all board meetings (usually every 1–2 months); active involvement in setting agendas and follow-up.
* Attend key committee meetings and serve as ex officio member where needed.
* Regularly communicate with board members and staff/volunteers (estimated 6–10 hours/month, may increase with organizational activity).

**Measures of Success**

* Board operates efficiently and in accordance with bylaws and best practices.
* Strategic goals are met or advanced.
* Board membership is engaged, informed, and working cohesively.
* Organization’s reputation and community ties are enhanced.
* The President/Chair models ethical leadership and organizational values.

**Support**

* Guidance, resources, and training for facilitation and leadership as needed.
* Support from Executive Director (if applicable), Secretary, and other board officers.
* Orientation materials and best practice guides for board leadership.

*Approved by the Board on: [Insert Date]*