

**Example Job Description**  
**BOARD OF DIRECTORS**

DATE EFFECTIVE:  
POSITION: **CHAIRPERSON**  
STATUS: Standing  
RESPONSIBLE TO: Immediately - the Board  
Ultimately - the Membership  
REPORTS TO: Immediately - the Board  
Ultimately - the Membership  
TERM: One year  
PURPOSE: To provide leadership for and ensure fairness during Board and Membership meetings; support the board in making the best decisions possible: may act as official spokesperson for the group.

**SPECIFIC DUTIES / RESPONSIBILITIES:**

- Elected by the Board of Directors.
- Works in co-operation with other Board Members
- Adequately prepares prior to meetings.
- Ensures an agenda is prepared for Board and Membership meetings; offers a clear statement of purpose for each agenda item and states objectives to be achieved in its consideration.
- Encourages co-chairing of meetings when possible.
- Keeps meetings orderly and ensure that meetings are conducted fairly and that decisions are made democratically and that all persons have a chance to speak wherever feasible.
- Keeps discussion on topic; helps to clarify members' comments and give frequent summaries of the group's thinking.
- Make sure that clear decisions are made and that those decisions are accurately recorded.
- With the assistance of the Parliamentarian / governance delegate, ensure that laws, bylaws and procedures (and policies) are followed
- Outlines matters to be held over for future meetings.
- Ensures that verbal or written reports are prepared and presented at meetings as appropriate.
- Serves as a member of the executive committee.
- Serves as signing officer – (must be bondable).
- Serves as official spokesperson, may represents the group as delegate to other organizations, unless this duty is delegated to another Board Member.

DATE REVIEWED: