

Community Health Services

Job Description for President of Board of Directors

Position Title: President
Term Length: One year
Responsible to: Board of Directors

General Purpose: The President of the Board serves as the Chief Presiding Officer of CHS.

Responsibilities:

1. Serves as the Chief Volunteer Officer of the organization.
2. Is a partner with the Executive Director in achieving the organization's mission.
3. Provides leadership to the Board of Directors, who set policy and to whom the Executive Director is accountable.
4. Chairs meetings of the Board after developing the agenda with the Executive Director.
5. Encourages Board role in strategic planning.
6. In consultation with the Executive Director, appoints chairpersons of committees, except the Finance Committee, which is chaired by the Treasurer.
7. Serves *ex officio* as a member of all committees, with the exception of Board Development and attends committee meetings when possible.
8. Ensures appropriate distinction between the roles of the Board members and Executive Director.
9. Discusses issues confronting the organization with the Executive Director.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Monitors financial planning and financial reports.
12. Plays a leading role in fundraising activities.
13. Facilitates an annual formal performance evaluation of the Executive Director with input from the Board of Directors.
14. Provides feedback to the Board Development Committee on the effectiveness of Board members.
15. Leads annual evaluation of the performance of the organization in achieving its mission.
16. Performs other responsibilities as assigned by the Board.

Time Commitment: 6 – 10 hours per month including Board duties.