



President of the Board

Description of Duties

### **Board President Job Description**

#### **President of the Board:**

1. Serves as the Chief Volunteer of the organization.
2. Is a partner with the Executive Director in achieving the organization's mission and focuses the board on mission accomplishment and outcomes; ideally meeting at least bi-weekly to discuss current issues and trends.
3. Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable. Recognizes that the President sets the tone and culture of the volunteer peer group and works to engage the board in outcomes.
4. Chairs meetings of the board after developing the agenda with the Executive Director.
5. Encourages board's role in strategic planning and vision setting.
6. Appoints the chairpersons of committees in consultation with other board members. Bylaws should detail this.
7. Serves *ex officio* as a member of committees and attends their meetings when invited to do so. The Board President should not be expected to chair any board committees.
8. Discusses issues confronting the organization with the Executive Director.
9. Helps guide and mediate board actions with respect to organizational priorities and governance concerns.
10. Reviews with the Chief Executive any issues of concern to the board.
11. Monitors financial planning and financial reports. While the Treasurer holds the role of reviewing and tracking the organization's financial health, the Board President should be involved in all aspects of understanding and monitoring financial outcomes.
12. Plays a leading role in fundraising activities. Sets the example for annual giving by the board and tracks compliance with giving policies for the board.
13. Formally evaluates the performance of the Executive Director using an annual review format, often encouraging and getting feedback from all trustees before meeting with the



Chief Executive, and informally evaluates the effectiveness of the board members. Often, with the Governance Committee, ensures the board participates in an assessment of the board's performance at least every five years.

14. Evaluates annually the performance of the organization in achieving its mission. Helps to determine how the board will track mission outcomes.
15. Performs other responsibilities assigned by the board.
16. Evaluates and amends this job description to meet the unique needs of Apple Playschools