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Chair of the board duty statement

Function

- Provide leadership for the board, ensuring that it fulfils its responsibilities for the governance for the <insert name of organisation>;
- Be both a mentor and manager of the CEO, helping him/her to achieve the mission of the organisation;
- Optimise the relationship between the board and management.

Responsibilities

- Chair meetings of the board. See that it functions effectively, interacts with management optimally, and fulfils all of its duties;
- Chair Annual General Meetings and, if necessary, Extraordinary General Meetings;
- With the CEO, develop agendas, and ensure the board is effectively served with appropriate papers and contextual information;
- Recommend composition of the board committees. Recommend committee chairpersons with an eye to future succession;
- In consultation with the CEO recruit board and other talent for whatever volunteer assignments are needed;
- Reflect any concerns management has in regard the role of the board or individual trustees. Reflect to the CEO the concerns of the board and other constituencies;
- Lead regular appraisals of the CEO and recommend salary for consideration to the appropriate committee;
- Annually undertake a review of each board member's performance. Set targets for individual and collective Board action, and encourage active engagement and participation;
- Annually focus the board's attention on matters of organisational governance that relate to its own structure, role and relationship to management. Be assured that the board is satisfied it has fulfilled all of its responsibilities;
- Coordinate external relationship building and maintenance with the CEO, and serve as an alternative spokesperson;
- Fulfil such other assignments as the Chairperson and CEO agree are appropriate and desirable for the Chairperson to perform.

Term

- Three years renewable for a second term (a maximum of six years).

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