

Sample Board Chair Position Description

The chair is the foundation's leader and spokesperson. The chair develops the agenda for the board meetings — working with the staff (if any) and executive committee — and leads the board meetings. Other chair responsibilities include:

1. Holding the individual board members accountable for their roles and tasks.
2. Ensuring that the board has the information necessary in order to carry out their tasks and make decisions and to ensure that:
 - a. Information is provided in a form that is clear and useful.
 - b. All board members are treated equally in the information they are given
3. Acting as the spokesperson for the board in communicating with the foundation's staff (if any) and key constituencies.

SOURCE: *The Trustee Notebook*, National Center for Family Philanthropy, 1999.