



Nonprofit Leadership Center of Tampa Bay, Inc. Board Chair Position Description

I understand that the position of Chairman of the Board (Board President) of the Nonprofit Leadership Center of Tampa Bay is a very important and visible position. I commit to fulfill the responsibilities of the role as outlined below. I commit to leading the organization in partnership with the board and the staff and to leaving the organization better than it was when I assumed this position.

As Chairman of the Board, I commit to:

- ✦ Conduct all board and executive committee meetings according to best practices. If I am unable to attend a meeting, it is my responsibility to notify the Vice President of the Board to conduct the meeting in my absence.
- ✦ Serve as an ex-officio member of all committees
- ✦ Work in partnership with the CEO to accomplish the goals of the organization
- ✦ Being a connector to people, resources, and ideas
- ✦ Be the primary representative of the board with funders or at meetings in the community
- ✦ Lead the effort to recruit new members for the board of directors
- ✦ Be the coach of the board: motivator, accountability point person, and thanker
- ✦ Play a leading role in fundraising activities
- ✦ Coordinate the CEO's annual performance evaluation
- ✦ Periodically consult with board members on their roles and to help them assess their performance
- ✦ Appoint all committee chairs and, with the CEO, recommend who will serve on committees

Board Chair Signature

Date