

Approved 2/15/05

## National Association of State Energy Officials

### Job Description

#### Chair, Board of Directors

The chair of the board is a member of the board and serves as the chief volunteer officer of the association. Accountable to the board, the chair's principle responsibility is to provide leadership to the board of directors. The chair presides over meetings, proposes policies and practices, sits on various committees [in an *ex officio* capacity], monitors the performance of the board, members and committees, proposes the creation of committees and appoints members to such committees, and performs other duties as the need arises and/or as defined in the bylaws.

#### Responsibilities

1. Board Performance. The chair ensures that the board functions effectively. In this capacity the chair ensures that:
  - a. all board members are aware of and fulfill their governance responsibilities as outlined in the board job description;
  - b. the board complies with bylaws and applicable laws;
  - c. the board conducts its business effectively and efficiently; and
  - d. the board and its members are held accountable for their performance as outlined in the business and/or long-range plan.
2. Meetings. The chair ensures that an agenda is planned for board and executive committee meetings. This may involve periodic meetings with committee chairpersons and the executive director to draft annual and meeting agendas and reporting schedules. The chair presides over meetings of the board of directors and the executive committee. In this capacity, he/she:
  - e. chairs meetings according to accepted rules of order;
  - f. encourages all members to participate in discussion;
  - g. ensures that the board arrives at decisions in an orderly, timely and democratic manner; and
  - h. votes as prescribed in the bylaws.
3. Board Committees. The chair serves as a [an *ex officio*] member of board committees specified in the bylaws. In this capacity, the chair's role is to:
  - a. serve as a voting member of the committee;
  - b. negotiates schedules and report timetables necessary for the fulfillment of the board's role and objectives;
  - c. identifies problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the board of directors.

4. Board-Staff Relations. The chair is the primary liaison between the board and the executive director. In this capacity, the chair:
  - a. meets periodically with the executive director and works in close partnership with him/her;
  - b. ensures that periodic performance reviews of the executive director are conducted; and
  - c. participates in the hiring of the executive director.
  
5. Member and External Relations. The chair works with the executive director to ensure that the organization maintains positive and productive relationships with its members as well as media, funders, donors, and other organizations. In this capacity, the chair's duties may include:
  - a. serving as a key spokesperson with the membership and related constituencies;
  - b. ensuring timely and appropriate reporting of board decisions and actions to members; representing the organization to the media;
  - c. representing the organization with governmental or nongovernmental organizations and through service on various panels and committees; and
  - d. promoting the organization to current and potential funders and supporters.