

BOARD CHAIR POSITION DESCRIPTION

March 3, 2024



Position Title – Board Chair, Stars Board of Directors (Board)

Position Type – Volunteer (Estimated 10-12 hours per month)

General Description -- The **Board Chair** is an official officer of the corporation. The **Board Chair** develops the agenda and presides at Board meetings of the Board of Directors. The **Board Chair** assures that Directors are advised on all significant matters of the corporation's business, acts as a principal spokesperson and representative of the corporation, shall have the general powers and duties usually vested in an executive director or chief executive officer, until/if the Board hires a an executive director or chief executive officer.

Duties and Responsibilities -- The **Board Chair** shall be responsible for:

- Developing the agenda for and presiding at meetings of the Board. The agenda should include any issue for discussion proposed by any voting Director;
- Assuring that Directors are advised on all significant matters of the corporation's business;
- Acting as a principal spokesperson and representative of the corporation;
- Having the general powers and duties usually vested in a chief executive officer/executive director, until/if the board designates a volunteer or hires a chief executive officer/executive director;
- In the Treasurer's absence, acting in the Treasurer's place, reporting Board actions to the Treasurer for record-keeping purposes, and participating in the administration of fundraising projects;
- Attending to the Board Chair's share of the day-to-day functioning of the organization delegated to the Board Officers and committees; and carrying out the will of the Board.

Qualifications for the Position

- A demonstrated interest in the organization's mission and goals;
- Specific experience and/or knowledge in at least one area: human resources or personnel management, administration, planning, finance, development, community relations, programs, technology, legal, or marketing;
- Possess a tradition of participation in program activities or interest and willingness to participate;
- A willingness to inform the Board of all actual and potential conflicts of interest relating to the general purpose and activities of the organization and to any specific issues before the Board;
- Use of personal and business relationships for Board fundraising activities (desirable but not required);
- A track record of prior board leadership and/or Board experience (desirable but not required);

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- Achievements in business, government, philanthropy, or the nonprofit sector (desirable but not required);
- Interest in recruiting other well-qualified, high-performing potential Director candidates.
- Leadership experience (desirable but not required);
- Accomplishments in business, government, philanthropy, or the nonprofit sector (desirable but not required);
- A commitment to and understanding of STARS' stakeholders and constituents, preferably based on experience;
- Commitment to participate in Board meetings and committee work.
- A willingness to spend about 10 to 12 hours per month average on STARS governance matters. Involvement includes Board meetings, committee meetings (when appropriate), and special requests.
- Commitment to leading and participating in Board meetings and committee work and willingness to fully and openly participate in Board and committee deliberations.

Key competencies

- A willingness to represent the organization to all communities of interest;
- Diplomacy skills and a natural affinity for cultivating relationships and building consensus among diverse individuals. Personal savvy, persuasion skills, and facilitation skills are also desirable.
- Personal qualities of integrity, credibility, and a passion for improving the lives of STARS' customers.
- Effective oral and written communication skills to represent the organization to communities of interest and within the STARS organization.

Service on STARS' Board of Directors is without remuneration, except for reimbursement for administrative support, travel, and accommodation costs in relation to Directors' duties.