**BOARD PRESIDENT | JOB DESCRIPTION**

**Purpose:**

The board president’s main responsibilities is to keep the board focused on what matters the most for the Stone Soup Group and where the board can have the most positive impact. To effectively run meetings, the board president must partner with the executive director to prepare an agenda, keep meeting discussion and debate focused on the issues, and move board members to a decision.

Responsibilities:

1. Keep the board focused on what matters most.
2. Continue to define the board’s boundaries to the board. What is the board expected/not expected to do?
3. Monitor board discussion and ensure that board meeting time is used effectively.
4. Create ad hoc committees to propose options to difficult issues.
5. Ensure that no single board member is dominating board discussions. Work toward operating as a team.
6. Contribute to the work of the board without dominating or over-influencing.
7. Keep open channels of communication between board and the organization.
8. Make sure that board members are clear about their individual board commitments.
9. Ensure that board efforts are documented and made available to the board and executive director (partner with staff as appropriate).
10. Develop a positive working relationship with the executive director.
11. Assist the executive director in preparing agenda for board meetings.
12. Act as official spokesperson for the board, when asked by the executive director and board.
13. Coordinate and participate in the executive director’s annual performance evaluation.
14. Take the leadership role with executive director communication.
15. Ensure board development, governance and finance committees are active.
16. Ensure board officer and executive director succession plans are in place and up-to-date.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_