**INAFSM Board of Directors Job Description**

**CHAIR**

**Duties as Stated in By-Laws:** “The Chair shall be the chief volunteer officer of the corporation. The Chair shall lead the board in performing its duties and responsibilities, including, presiding at all meetings of the board of directors and corporation. The Chair shall perform all other duties incident to the office or properly required by the board of directors and per the Chair’s job description.”

**Responsibilities:**

* The Chair shall oversee and approve all work activities conducted by the INAFSM Executive Director to make sure board resolutions are carried out.
* Maintain knowledge of the organization and personal commitment to its goals and objectives.
* Oversees Executive Director contract execution and searches for a new Executive Director when needed.
* Coordinates Executive Director’s annual performance evaluation.
* Oversees and attends all board and executive committee meetings.
* Calls special meetings if necessary.
* Appoints all committee chairs and new committees as needed. May establish or abolish Committees other than standing ones (Stormwater, Floodplain, Legislative, Newsletter, Awards, & Annual Conference) as needed, subject to approval of the Board.
* Appoints and works with a Nominations Committee annually to recruit new Board members and fill vacant positions.
* Assists Executive Director in preparing agenda for board meetings.
* Assists Executive Director in conducting new board member orientation.
* Works with Board members and Committees to carry out Strategic Plan implementation.
* Prepares and submits written report to Board members prior to each Board meeting.
* Works with Executive Director to produce association Annual Report.
* Acts as spokesperson for the association.
* Keeps job description and all Chair position documents up to date
* Serves as the Authorizing Representative on bank accounts