

Board Chair Position Description

The Board Chair is elected by the board through a nomination process serving for a two-year term (which can in certain circumstances be extended to a third year), plus one year as Past Chair. The term is from Jan. 1 through Dec. 31. The position of Board Chair Elect is the time frame between having been elected at the annual meeting and starting the term as Board Chair to facilitate the transition between the officers.

Administrative/Management of Board:

- Enforce the bylaws and the policies of the Board. Oversee proposals in making changes to policies or bylaws.
- Work in cooperation with the President of the Corporation to maintain the demarcation between administrative tasks and Board policy making and ensure that the Board's policies and directives are properly implemented, that the programs and activities of the organization are supported, function properly and are annually reviewed.
- Act as ex-officio Member of all committees, providing support and guidance when needed, and review the performance of all Board committees to ensure LAC fulfills the mission, goals, objectives and plans for the future.
- Solicit Board commitment forms and contributions from each Board Member annually. Work with the Board to fill vacant committee chair positions ensuring that all Board committees are set-up and functioning according to their mandate.
- Set a Board meeting schedule for the year with dates, times, and locations. Preside over all regular and special Board meetings—preparing the agenda and ensuring that meetings are conducted appropriately according to Robert's Rules of Order; preside over any non-meeting votes.

Public Relations:

- Serve as an ambassador of the organization, acting as the primary spokesperson by providing brief public speeches at LAC events and advocating for the arts with local partners and city governments.
- Write a monthly Chair letter for the LAC e-newsletter.
- Work with President and Board Members to ensure that all donors receive thank you letters and recognition.
- Answer questions about the organization from community members and organizations to build bridges with the Lamorinda community.

Financials/HR:

- In coordination with the Treasurer and President, review any expenses related to management of the organization (e.g., insurance, payroll, website mgmt., etc.) and approve as necessary.
- Work with the President and Volunteers in cultivating and soliciting major grants and significant individual donors.
- Manage with the appropriate committee annual reviews and hiring processes for LAC Operations Manager and/ or President as necessary