



JOB DESCRIPTION

TITLE: Chairman of the Board of Directors

REPORTS TO: Board of Directors

SUMMARY: Assure that the Board of Directors fulfills its responsibilities for the governance of the association. Partners with the ASA President to achieve the mission of the organization.

DUTIES AND RESPONSIBILITIES:

- **Chairs meetings of the Board. See that it functions effectively, interacts with key ASA chairpersons optimally, and fulfills all of its duties. Represents the ASA Board in meetings with other organizations.**
- **Recommends composition of Board committees. Recommends committee chairs with an eye to future succession. Provides general guidance to Board members and committee chairs.**
- **Coordinates tasks related to the overall activities of the ASA.**
- **Recommends policy for consideration and approval in conjunction with the Officers of the Association.**
- **Conducts business activities of the ASA in keeping with policy established by the Board.**
- **Assists the President in recruiting Board members and other talent for whatever volunteer assignments are needed.**
- **Present to the Board an evaluation of the pace, direction, and organizational strength of the Association.**
- **Participates in all monthly and special BOD conference calls and meetings.**