



## POSITION DESCRIPTIONS

### ***OMS BOARD CHAIRMAN***

#### ***JOB DESCRIPTION***

**COMMITTEE:** Board of Directors

**SUPERVISOR:** Board of Directors

**JOB TITLE:** OMS Board Chairman

**TERM:** One Year

#### **DESCRIPTION:**

The Chairman is responsible for ensuring that the Board of Directors and its members: are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; conduct board business effectively and efficiently; are accountable for their performance. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Chairman presides over meetings, proposes policies and practices, sits on all committees, monitors the performance of Staff and Officers, submits various reports to the board, to funders, and to other "stakeholders"; and performs other duties as the need arises and/or as defined in the bylaws.

#### **DUTIES:**

In addition to the duties of an Authority Member, the OMS Board Chairman is responsible for:

**1.) MEETINGS:** The Chairman ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee chairpersons and the Main Street Manager to draft annual and meeting agendas and reporting schedules. The Chairman presides over meetings of the Board of Directors. In this capacity, the Chairman: chairs meetings according to accepted rules of order for the purposes of a. encouraging all members to participate in discussion; b. arriving at decisions in an orderly, timely and democratic manner. Votes as prescribed in the bylaws. In boards that operate with and executive committee, the Chairman performs the above duties for the executive committee.

**2.) FOUR COMMITTEES:** The Chairman serves as an ex-officio member of the four committees. In this capacity, the Chairman's role is to serve as a voting member of the committee; to negotiate reporting schedules; to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

**3.) BOARD-STAFF RELATIONS:** The Chairman is the primary liaison between the Board and the Main Street Manager. In this capacity, the Chairman: meets periodically with the Main Street Manager; ensures that periodic performance reviews of the Main Street Manager are conducted; participates in the hiring and evaluation of the Main Street Manager.

**4.) COMMUNITY RELATIONS:** The Chairman ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the Chairman serves as primary spokesperson for the organization. Duties may include: representing the organization to the media; representing the organization on governmental or nongovernmental organizations and committees; timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

**5.) SIGNING OFFICER:** The Chairman is normally designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Chairman may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

**6.) BOARD DEVELOPMENT:** The Chairman ensures that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

**7.) FUND RAISING:** The Chairman ensures that structures and procedures are in place for securing the resources required by the organization.

**QUALIFICATIONS:**

Completed one year of Board membership term, Commitment to the Owosso Main Street Program and the National Main Street Program, effective leadership and management skills, ability to work with a wide variety of people, a basic understanding of volunteer recruitment and management, team building, and meeting management skills.

**TIME COMMITMENT:**

The Board President should be willing to commit 12 - 18 hours per month, excluding meetings.