



**BOARD POSITION:  
BOARD PRESIDENT**

The Officers of the Board of Directors of the Georgia Chess Association (GCA) organization shall have the authority and shall carry out the responsibilities vested in the position as specified by the Board President, Officers, bylaws as well as state and federal laws.

**Description:**

The President is the chief volunteer officer responsible for the overall governance process of the Board of Directors and shall:

- 1) have the power to perform all duties incurred by the office,
- 2) ensure that the Executive Director (ED)/CEO (if and when hired) has all resources, support and autonomy necessary to fulfill the organization's mission,
- 3) preside at all meetings of the Board of Directors (regular, special, special committees, etc.),
- 4) be a member ex-officio of all standing committees,
- 5) with the approval of the Board, appoint chairpersons to Standing, Adhoc and special committees,
- 6) enforce all Board member expectations,
- 7) encourage the Board to enter into strategic planning activities,
- 8) encourage the Board to enter into routine outcome monitoring activities,
- 9) monitor financial planning and financial reports,
- 10) play a leading role in fundraising activities,
- 11) enforce and monitor all Board of Directors' personal contribution responsibilities,
- 12) evaluate (with the Board) the effectiveness of the Executive Director (ED)/CEO (if and when hired),
- 13) evaluate (with the Board) the effectiveness of the Board,
- 14) any other duties as required,
- 15) will serve a two (2) year term and is an officer of the Board.

**Specific Duties:**

The President will be expected to perform the following duties:

- 1) Create, with the Board, a schedule for Board Meetings to be held during the year.
- 2) Prepare for meetings by approving the agenda. This is done in consultation with the ED/CEO (if and when hired). This will also be done in collaboration with the Secretary who will collect information from all Board members in order to prepare the agenda.
- 3) Ensure the distribution of the agenda prior to meetings. The President will give the Board

Secretary approval of the agenda 10 days prior to the scheduled Board Meeting for the Secretary to distribute.

- 4) Communicate with other individuals who will present at meetings to ensure that they are prepared to present.
- 5) Preside over meetings and ensure that the agenda is followed within set time frames.
- 6) Communicate, or designate another Board officer, to communicate on a regular basis with the ED/CEO (if and when hired) to get updates which will then be communicated to the Board.
- 7) Follow-up with all Board members to ensure that they have fulfilled their personal contribution to the Board.
- 8) Ensure the maintenance of a Strategic Plan, once initiated, for the organization.
- 9) Present outcome monitoring options for the Board in accordance with the Strategic Plan in regards to budget, legal compliance, fundraising, strategic partnerships, compliance with any accreditation requirements as well as organizational visioning and review on a regular basis.
- 10) Follow all guidelines described in policy and procedures, including conflict of interest policies, in the event of reviewing and signing contracts.
- 11) Determine when other activities must be initiated by the Board (i.e. committees).
- 12) Work closely with all Board members towards the completion of goals of the Board.

**Skills/Knowledge:**

- 1) Demonstrated activities and commitments to the mission of the organization.
- 2) Experience working in a team.
- 3) Experience leading meetings.
- 4) Knowledge of Board expectations.
- 5) Previous Board experience is a plus.

**Board Member Expectations:**

All Board of Directors members are expected to abide by the following:

- 1) Abide by the Bylaws and Constitution of the organization;
- 2) Make an annual financial contribution as per below (please check the box that applies):
  - a. \$25-150 Enter specific amount of contribution: \_\_\_\_\_
  - b. Other agreed upon contribution: \_\_\_\_\_
- 3) Attend (this includes virtual attendance via video conference), and be fully prepared for, all meetings of the Board, including special meetings, unless excused due to last minute extenuating circumstances;
- 4) Attend at least 90% of Board of Directors meetings;
- 5) Participate in at least one (1) Committee or Task Force (Vice Presidents will participate in at least two (2) Committees or Task Forces);
- 6) Attend at least 90% of Board of Directors Committee/Task Force meetings (in addition to the Board of Directors meetings);

- 7) Participate in other events and in fundraising efforts as often as possible;
- 8) Read a Board Orientation document that reviews roles and responsibilities of a board member:
  - a. Board of Trustees Roles and Responsibilities,
  - b. Nonprofit Organizational Governance (Board) vs. Management (ED or CEO),
  - c. Fiduciary Responsibility of Boards (Duty of Care, Duty of Loyalty and Duty of Obedience)
  - d. Various policy and procedures
- 9) Avoid any conflict of interest or appearance of a conflict of interest;
- 10) Maintain the confidentiality of special information regarding the organization;
- 11) Preserve the privacy of all organization's members' information that is learned and obtained;
- 12) At no time knowingly falsify information or share false information pertaining to the organization with any outside parties;
- 13) Participate in short and long range planning activities;
- 14) Ensure effective fiscal controls and accountability for the organization;
- 15) Approve the annual budget;
- 16) Ensure that the organization meets all legal and corporate requirements;
- 17) Maintain communication with other Board members throughout the year as needed.

**Election and Term of Office:**

The Board President of the organization shall be elected for a term of two (2) years.

The Board will appoint Interim roles until such terms can be fully met by the Board members.

Each officer shall hold office until an officer's successor is elected and qualified, or until the person cannot fulfill the role any longer.

**Removal of an Officer:**

Any officer whether executive or appointed may be suspended or removed without cause by the affirmative vote of a majority of the Board entitled to vote at any special meeting called for such purpose or at any regular meeting.

**Resignation:**

An officer may resign by delivering his or her written resignation to the Board President, 1<sup>st</sup> Vice President or 2<sup>nd</sup> Vice President, or at a meeting of the officers of the Board. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.