Mid-Cumberland Community Action Agency  
Position Description

**Board Chair**

MISSION STATEMENT:

Mid-Cumberland Community Action Agency is committed to empowering people and communities toward economic independence.

RESPONSIBLE FOR:

The board chair or board president oversees the work of the board, the senior management team and the organization. In addition, the board chair should have a good working relationship with the executive director.

SPECIFIC DUITES OF THE JOB:

1. Identifying the needs of the community
2. Establishing the Agency Mission Statement including long- and short-range goals of the Agency and evaluating progress in meeting them
3. Formulating strategic plans for Community Action, Inc.
4. Approving overall plans and priorities
5. The board chair oversees the work of the board, the senior management team and the organization.
6. Appoint all committee chairs and to recommend committee members as appropriate.
7. In other duties, the board chair works closely with the executive director to prepare board meeting agendas for board meetings. In addition, board chairs play a major role in conducting new board member orientation sessions.
8. Coordinating an annual performance review of the executive director. It’s considered best practices for nonprofit boards to do annual self-evaluations. Board chairs assist in helping board directors assess their own performance.
9. As lead board director and meeting facilitator, board chairs also work closely with governance committees on recruiting board members.
10. Serve as an alternate spokesperson for the organization.