

# CCARC CHAIRMAN OF THE BOARD OF DIRECTORS

## 1. INTRODUCTION:

- a. The Chairman of the Board of Directors position is not automatically filled by the club president (see club organizational chart and bylaws (Article 4.11))
- b. Familiar with the club Bylaws, position descriptions, policies and procedures of the club.
- c. Experienced in soliciting inputs and creating agendas, knowledgeable in Roberts Rules of Order and running board meetings.

## 2. DUTIES AND RESPONSIBILITIES:

- a. Establishes and maintains a positive and personal relationship with the six (6) Directors, the President (if not the chairman), the Vice President/President-elect, Secretary, and Financial Officer.
- b. Required to attend all board of directors and general meetings, unless properly excused.
- c. Determines and coordinates board of director meeting location.
- d. Creates and distributes board of director meeting agendas in a timely manner prior to the meeting.
- e. Presides at the regularly scheduled and any special or executive meetings.
- f. Ensures board of director meetings are conducted in a professional and businesslike manner and follow the published agenda.
- g. Ensures proper decorum is maintained throughout the meetings and ensures differences of opinion are addressed in a tactful and non-confrontational manner. Resolves conflicts that may arise during discussions.
- h. Participates in one or more club activities annually to stay current in club operations and connected to the members.
- i. Performs other duties as assigned.

## 3. SUPERVISORY CONTROLS:

- a. Each calendar year at the first meeting of the board (if not previously voted on by the appropriate directors) the six (6) elected Directors elect the Chairman of the Board of Directors.
- b. In accordance with the club bylaws (article 4.11) if the Chairman of the Board is not available to run a board meeting, the attending Directors will elect a temporary Chairman for that meeting only.