

Chancellor (Board Chair) Job Description

Position: Chancellor

Time Commitment: Average of fifteen hours per month (board meetings, committee meetings) with extended hours during ThunderCon live events.

Term: One year

Accountability

The Chancellor serves and is accountable to the membership, represented by the board of directors for his/her performance. The Chancellor shall also undertake the role of Executive Director serving on the Executive (Operations) Committee.

Authority

The Chancellor provides oversight and overall management, planning, vision, and leadership for all aspects of ThunderCon operations, including programs and services, finance, resource development, human resources, member services, communications, and board development. The Chancellor works with the Board and Board Committees to establish vision, policies, strategic focus, priorities, and general scope of programs ThunderCon will deliver.

Responsibility

The Chancellor is, first and foremost, responsible for the effective functioning of the board in its role of governing the organization.

Primary Duties:

In addition to the duties of every board member, the Chancellor is responsible for:

- Overseeing the preparation of the board's meeting agenda in conjunction with the Marshall
- Chairing all meetings of the board of directors
- Reviewing meeting minutes
- Enforcing rules of conduct as they apply to the board and its individual members
- Disciplining members of the board
- Ensuring there is a process to evaluate the effectiveness of the Board and leading this process
- Serving as spokesperson, for the organization
- Ensuring full and timely communication with members of the board
- Ensuring the effectiveness of Board committees
- Preparing for and chairing the Annual General Meeting (AGM)
- The preparation of an annual statement from the Board (board or governance report) for presentation at the AGM and inclusion in the annual report
- Co-signing contracts on behalf of the organization

Secondary Duties:

The Chancellor may, with greater regularity than other members of the board:

- Prepare recommendations for board consideration
- Prepare recommendations to the members for changes to by-laws
- Be available to other directors for consultation purposes
- Represent ThunderCon at community meetings and events

Qualifications

The chair must have:

- A commitment to, and a clear understanding of the mission of the organization
- Knowledge of meeting procedures, governance policies, and by-laws of the organization
- Sufficient time to devote to his/her primary duties
- Ability to lead and inspire volunteers to perform.

Evaluation

The effectiveness of the chair shall be evaluated as part of the evaluation of the Board itself.

Removal of Chair

Unless otherwise indicated in the By-Laws, the chair may be removed by a special resolution of the Board for which advance notification has been given to all Directors, duly moved and seconded, and passed by a majority of directors present at a regular or special meeting of the Board.

Removal of a Board Member

A director may be removed from the board, by majority vote, for trying to exercise authority where they have none or for not following the code of conduct or other policies that apply to the board. Being absent from three consecutive board meetings without notice and reasonable cause will result in automatic removal.