

## **Chamberlain (Ex-Officio Director) Job Description**

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Position: Chamberlain

Time Commitment: 5 hours month (board meetings, preparing for board meetings, participating in committees and attending special events)

Term: One year

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### **Accountability**

The Chamberlain serves and is accountable to the membership, represented by the board of directors, for his/her performance. The Chamberlain acts as the spiritual advisor to the board as a non-voting member. While ratified by the membership, this role is appointed by the outgoing Board. The Chamberlain represents experience and will generally be chosen from the ranks of former directors and officers of the ThunderCon membership that have demonstrated proven leadership. While the role is often ceremonial, the Chamberlain may be called upon to exercise a vote at the board level as outlined in the bylaws of the organization.

### **Responsibilities**

Chamberlains are responsible chiefly for ensuring the transition of institutional knowledge from one year's members to the next. They will have experienced the work and planning involved in delivering a ThunderCon live event and can help ensure new volunteers have the resources and historical context necessary to apply their skills to where they are most needed. Working in conjunction with the board the Chamberlain will also help to promote a unified brand to the media and public.

### **Primary Duties:**

- Prepare for and participate in board meetings
- Support governance decisions once made
- Participate in the review of the Association's mission and objectives and in the development of a strategic plan
- Help the board to monitor the performance of the Association concerning its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest, and other policies that apply to the board
- Help establish, review and monitor operational policies
- Participate in the recruitment of Ops Team Leads (Knights of the Realm) and volunteers
- Identify prospective board members and possibly help recruit them
- Participate in the evaluation of the board itself (annual board self-evaluation)
- Contribute to the work of the board as a member of a board committee
- Attend and participate in the Annual General Meeting
- Be an ambassador for ThunderCon – ensure one's involvement is known within their network of friends and contacts
- Keep informed about community

**Evaluation**

The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

**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.