



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CVO JOB DESCRIPTION-SAMPLE

General responsibilities

The board chair is the senior volunteer leader of YMCA and presides at all meetings of the board, the executive committee, and other meetings as required.

Duties

- **Policy and Planning:** Works with the chief executive and the board to establish the guiding principles, policies, and mission for the organization – for example, by initiating a regular review of the organization’s strategic plan and mission to keep them fresh and relevant, and by establishing metrics to measure success.
- **Budget and Finances:** Works with the appropriate board members to oversee the budget of the organization and assumes ultimate responsibility for the integrity of its finances – for example, by overseeing independent outside audits and, as appropriate, internal audits as well.
- **Board Meetings:** Leads and facilitates board meetings by making sure that the agenda is closely followed, every board member has the opportunity to participate in discussions, and the board uses proper decision-making procedures.
- **Board Committees:** Serves as an ad hoc member of all board committees and works to structure a committee system that contributes to the board’s overall effectiveness.
- **Board Development:** Oversees efforts to build and maintain a strong board by setting goals and expectations for the board, cultivating leadership among individual board members, and working with the nominating committee to make board development a priority.
- **Board Recruitment and Orientation:** Works with the nominating committee to identify and recruit new board members who bring important skills and knowledge to the board.
- **Board Evaluation:** Works to make sure the board has opportunities to reflect regularly on how well it is meeting its responsibilities to the organization – in part by overseeing a board self-assessment every ___ years.
- **Staff Oversight, Compensation, and Evaluation:** Oversees the hiring, evaluation, and compensation of the chief executive; and works to develop a succession plan for the chief executive’s position — for example, by making sure that other staff members have the capabilities they need to lead the organization.
- **Fundraising:** Guides the work of the board to secure funds for the organization by overseeing the development of fundraising policies, encouraging and supporting the fundraising efforts of the development committee and individual board members, soliciting contributions from board members and selected outside contributors, and setting an example by contributing his or her own funds to the organization.
- **Public Relations and Communications:** Speaks for the board in the event of a controversy or crisis; oversees the development of communications policies; and works to promote the work of the organization in conversations, speeches, interviews, and other day-to-day activities.

Qualifications:

1. A commitment to YMCA and its values; an understanding of the annual operating objectives, organization, and services; and the responsibilities and relationship of paid and volunteer staff.
2. Knowledge of and influence in the community.
3. Ability to understand strategic concepts and motivate others.