



Autism Society of Colorado

President of the Board of Directors (Volunteer)

Job Description

The Board President of the Autism Society of Colorado is a volunteer position held for a one-year term and this term may be extended for up to three total one-year terms.

The Board President is responsible for ensuring that the Board of Directors and its members: are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; conduct board business effectively and efficiently, and are accountable for their performance.

The Board President may delegate specific duties to the Executive Director, Board members and or committees as appropriate; however, the accountability for them remains with the President.

Specifically, the Board President:

- I. Plays a key leadership role in the operation of the organization.
 - Serves as the chief volunteer of the organization.
 - Demonstrates a personal commitment to the mission, vision, goals and programs of the organization.
 - Ensures adherence to the organization's bylaws.
 - Maintains a high level of knowledge about the organization's activities.
 - Partners with the Executive Director in achieving the organization's mission.
 - Provides leadership to the Board of Directors, to whom the Executive Director is accountable.
 - Works with the Executive Director to create an agenda for each board meeting.
 - Presides over (or arranges for another Board executive committee member) to preside at each meeting in the following order: Vice-President, Secretary and Treasurer.
 - Chairs Board meetings according to accepted rules of order, encourages all members to participate in discussions and arrive at decisions in an orderly, timely and democratic manner.
 - Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
 - Oversees the creation of committees and appoints the chairpersons of committees in consultation with other Board members.

- I. Plays a key leadership role in the operation of the organization (continued)
 - Formally evaluates the performance of the Executive Director and recommends salary for consideration by the Board (or appropriate Board committee).
 - Serves as the primary liaison between the Board and the Executive Director, meets regularly with the Executive Director and ensures a succession plan and or recruitment process is developed and in place should a new Executive Director need to be hired.
 - Ensures that procedures are in place for effective recruitment, training, and evaluation of future Board members.
 - Directs the Board's role in strategic planning.
 - Leads an annual review of the strategic plan and goals of the organization to assess performance in achieving the plan and goals.
 - Reviews annually matters of institutional governance that relate to Board structure to determine if any changes should be proposed.
 - Monitors financial planning and financial reports.
 - The Board President is a designated signing officer for certain documents. In this capacity, the President may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or tax documents on behalf of the organization.
 - May be asked to serve as a public/media spokesperson for the organization if the Executive Director is unavailable or the Board President has particular expertise on the topic.

- II. Plays a key role in securing resources for the organization.
 - Ensures that structures and procedures are in place for securing the resources required by the organization.
 - Has the capacity to meet with and share information about the organization with potential donors, supporters and community partners.
 - Is a visible public supporter of the organization and attends fundraising events.

Requirements:

To be the Board President, an individual must have demonstrated leadership skills, the ability to serve as a competent public spokesperson, and served at least six months on the ASC Board (unless the Board by unanimous vote agrees to waive this last requirement).