

**Title:**  
**BOARD CHAIR JOB DESCRIPTION**  
**Effective: September 2019**

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**TITLE:**

Chair, SkillsUSA South Carolina, Inc. Board of Directors

**BASIC FUNCTION:**

1. As Chair of the Board of Directors, assures that the Board of Directors fulfills its responsibilities for the governance of SkillsUSA South Carolina, Inc.
2. Be a partner to the Executive Director, helping him/her achieve the mission of SkillsUSA South Carolina.

**DUTIES RESPONSIBILITIES AND AUTHORITY:**

1. Chair meetings of the Board of Directors. See that it functions effectively interacts with management optimally and fulfills all of its duties
  - o With the Executive Director, develop agendas.
2. With the Executive Director, recommend composition of the Board committees. Recommend committee chairs with an eye to future succession
3. Assist the Executive Director in recruiting Board and other talent for whatever volunteer assignments are needed.
4. Reflect any concerns management has in regard to the role of the Board of Directors or individual Board members. Reflect to the Executive Director the concerns of the Board and other constituencies.
5. Present to the Board an evaluation of the pace, direction and organizational strength of SkillsUSA South Carolina.
6. Prepare review of the Executive Director and recommend salary for consideration by the Board.
7. Annually focus the Board's attention on matters of institutional governance, which relate to its own structure, role and relationship to management. Be assured the Board is satisfied it has fulfilled all of its responsibilities.
8. Act as an additional set of eyes and ears.
9. Serve as an alternate spokesperson.
10. Fulfill such other assignments as the Chair and Executive Director agree are appropriate and desirable for the Chair to perform.