Updated 9/4/2022

**Board President**

**Job Description**

**Summary**

The Board President’s primary role is to guide the Board of Directors and to represent the organization to the public.

In the NSITSP, the Board of Directors sets the vision for the organization and establishes short and long term goals. The Executive Director is responsible for day-to-day operations and execution of the board’s decisions.

The Board President serves as the public face of the organization, along with the Executive Director. The Board President represents the board and the vision of the organization, while the Executive Director represents the organization from an operational perspective.

Note that the Board President cannot make decisions, take action, make commitments, or manage tactical operations without direct approval from the board. Those duties fall to the Executive Director.

**Board President Duties**

**Lead the Board of Directors**. The Board President convenes the board in regular meetings and special taskforce meetings as needed. The Board President provides guidance with regard to vision and goal-setting. The Board President encourages and models transparent communication between all board members, and between the board and the Executive Director.

**Goal Setting**. The Board President leads the organization in strategic planning. The Board President works with the Executive Director and board to define short- and long-term goals that keep the organization’s activities in line with stated mission and vision.

**Provide Committee Guidance**. While the Board President has no official standing in committees, the Board President’s participation in committee meetings is always influential. While there is no requirement that the Board President attend committee meetings, doing so is a powerful way to bring the Board of Directors’ vision to the committees. In general, committee engagement promotes two-way communication between the committees and the board.

**Public Relations**. The Board President is principally responsible for public outreach, fundraising, and providing a consistent organizational presence to members, vendors, the community at large, the media, and government organizations.

**Fundraising**. The Board President leads fundraising efforts and is the public face of the organization in fundraising activities. This involves meeting with individual donors, seeking the support of corporate sponsorship, working with vendor partners, and tapping organizational constituents for individual donations.

Note that the Board President does not have authority to make promises or engage donors in any way other than public information stated on the web site. All ad hoc agreements and engagements must be approved by the board or organized in conjunction with the Executive Director.

While the Board President “runs” the fundraising effort, the actual collection of funds, onboarding activities, and all the details of collecting funds and delivering promised services falls to the Executive Director and staff. As a result, the Board President must work closely with the Executive Director and staff to make sure that the staff is fully informed about all activities.

**Supervision of Staff**. The Executive Director manages the daily operation of the organization. The Board President works with the Executive Director, as needed, to provides guidance and provide the board’s perspective. The Board President has no direct staff supervision authority.