



Leadership Responsibilities Description: Chair of the Academy Board of Trustees

In addition to the expectations listed in the Leadership Responsibility Description of an Individual Member of the Academy Board of Trustees (Academy BoT), the Chair shall serve as the senior elected officer of The Academy. A successful Chair will inspire a shared vision for The Academy and its work, build and nurture future board leadership, build a mutually supportive relationship between board and staff, and manage the work of the board. Specific duties of the Chair of the Board include the following:

General Responsibilities

- Foster mutual trust and respect among all Trustees by involving all Trustees in the work of the Board (during meetings and through specific assignments), serving as the contact for all Trustees on board issues, guiding the Academy BoT in implementation of all Board policies, and facilitating Board meetings.
- Oversee efforts to build and maintain a strong Board by setting goals and expectations of the Academy BoT, cultivating leadership among individual Trustees, assisting in the orientation of new and re-elected Trustees, and working to make sure the Academy BoT has opportunities to reflect regularly on how well it is meeting its responsibilities to the organization – in part by overseeing a Board self-assessment on a routine basis.
- Partner with the Executive Director and the Academy BoT to establish the guiding principles, policies, and mission for the organization —by initiating a regular review of the organization’s Strategic Plan Roadmap (in conjunction with ACRP) and mission to keep them fresh and relevant, and by establishing metrics to evaluate progress.

Meetings

- Preside at all meetings of the Academy BoT and Academy membership.
- Provide a brief update at each Board meeting of accomplishments related to his/her leadership responsibilities.
- Develop Academy BoT meeting agendas with the Executive Director and/or Workforce Innovation Officer.

Relationship with the Executive Director and Director of Certification

- Support the Executive Director and Workforce Innovation Officer and foster a relationship based on mutual trust and respect.
- Communicate regularly with the Workforce Innovation Officer. and Executive Director.



Fiduciary Responsibilities

- When required, sign any contracts, deeds, mortgages, or other instruments which the Academy BoT has authorized to be executed and which require the authorization of the Board Chair.
- Work with the Treasurer to oversee The Academy's Business Plan and Budget and assume ultimate responsibility for the integrity of its finances.

Ambassadorial Service

- Participate in all non-board committee meetings of The Academy as available.
- When asked, speak to the media and the community on behalf of the organization in accordance with the ACRP Global Media and Communications Policy; represent and promote the organization in the community through regular Chapter involvement and at conferences.

Dates Reviewed by Academy BoT

May 15, 2012
March 5, 2017

Dates Modified by Academy BoT

March 5, 2017

Dates Approved by Academy BoT

May 15, 2012
March 5, 2017