[Hospital Name]

*Board of Trustees*

*[Executive/Governance and Nominating] Committee*

Sample Job Description: Board Chair

**The Role of the Board Chair**

The role of the board chair is one of critical governance leadership. The chair is not only a role model for members of the board and executive team, but is responsible for ensuring that board members function as a cohesive team capable of acting efficiently and effectively in the best interests of the hospital.

**Responsibilities of the Board Chair**

**Relationship with the CEO**

The board chair is responsible for developing an effective working relationship with the CEO, working in partnership with the CEO to ensure board actions are successfully carried out. The board chair serves as a consultant to the CEO regarding governance matters and the CEO’s relationship with board members. It’s the board chair’s responsibility to coordinate the CEO’s annual performance and compensation evaluation, ensure the existence of a CEO succession plan and, when necessary, to oversee a search for a new CEO and appointment of an interim CEO.

**Governance Operations**

The board chair works in consultation with the CEO to develop board meeting agendas and support materials. The board chair facilitates board and executive committee meetings, providing leadership and strategic direction, ensuring a high level of board member engagement in board deliberations and decisions, and managing conflicts that might arise. The board chair is also responsible for ensuring timely and appropriate board actions and decision-making.

The board chair works in consultation with the CEO and/or the Nominating and Governance Committee to appoint all committee chairs and determine board committee membership. The board chair serves as an ex-officio member of all board committees.

**Trustee Performance and Development**

The board chair is responsible for developing productive working relationships with board members, communicating effectively and motivating trustees to optimize their leadership expertise and effectiveness. The board chair should periodically consult with board members regarding their role and responsibilities and helping them to objectively assess their board performance.

The board chair works with the executive or governance and nominating committee to ensure the existence of an effective trustee succession plan, and assists in identifying and recruiting new board members. The board chair also assists the CEO with new board member orientation.

**Strategic Direction**

The board chair provides strategic leadership for the board in reviewing the hospital’s mission, setting its vision, and establishing the organization’s strategic direction and development of a board approved plan for achievement. It’s the board chair’s responsibility for keeping the board’s focus on strategic objectives and direction, ensuring the board establishes and the organization achieves its strategic goals and objectives. The board chair collaborates with the CEO to ensure the work of the board and executive teams are well-aligned.

**Organizational Ethics**

The board chair is responsible for ensuring the board’s adherence to its bylaws, policies, roles and responsibilities, and the integrity and ethics of the board’s governance practices.

**Community Involvement**

The board chair acts as spokesperson for the hospital when appropriate and advocates for the hospital in the community and in the political arena as appropriate.

**Qualifications**

A successful board chair will be a purposeful leader, calm under pressure with a strong working knowledge of the organization and the health care environment. Well-respected for her or his integrity and ethics, candidates for board chair must be well-organized, strategic thinkers able to maintain focus on the big picture. He or she must be open-minded and object, yet able to make difficult decisions. Candidates must possess strong communication skills and be ready collaborators.