**Job Description: Board Chair**

**Scope of the Position**

The Board Chair is elected from the current Directors by the membership and is an Officer of the Board of Directors responsible for providing leadership and direction to the Board in setting and upholding policy. The Chair is the principal executive officer and has general supervision over the affairs of NYSSA, subject to the control of the Board of Directors. The Chair works closely with the CEO, the Executive Committee, and the Board of Directors. The Chair shall preside at meetings of the Board of Directors and the Executive Committee, among others, and has such duties and exercises such powers as prescribed in the bylaws.

The Chair is NYSSA’s representative and voting member on the CFA Institute’s President’s Council. The Chair represents the best interests of NYSSA’s membership and the profession, and is the spokesperson for NYSSA. The Chair guides NYSSA in attaining its short-term and long-term objectives. The Chair analyzes the extent to which the Society is serving the interest of its members and the general public. The Chair is to appreciate, recognize, facilitate, motivate, and encourage those volunteers, staff, Board members, and other stakeholders who have dedicated themselves to the betterment of NYSSA. The time commitment to be considered is 15 hours per week in general, but may be more during times of heightened activity.

**Duties and Responsibilities**

* Preside at all meetings of the membership, Board of Directors, and Executive Committee.
* Exhibit leadership, ensure that appropriate issues are addressed, and promote organized, efficient, and effective meetings.
* Set meeting dates and agendas for the Board and Executive Committee in collaboration with members of the Executive Committee.
* Ensure that the Board has sufficient knowledge to permit it to comfortably and properly make major decisions when such decisions are required.
* Communicate with the Board and keep it up to date on all major developments.
* Attend CFA Institute leadership conferences and annual meetings. Represent NYSSA on the CFA Institute President’s Council.
* Work closely with the CEO to ensure that all NYSSA activities are proceeding as desired by the Board of Directors, specifically by reviewing strategies, defining issues, and maintaining accountability.
* Ensure that the CEO is aware of the concerns of the Board, members, and other stakeholders.
* Evaluate the performance of the CEO with the assistance of the Executive Committee.
* Build relationships and make connections that add value to NYSSA.
* Represent NYSSA and the Board of Directors at all major NYSSA events and to the media.
* Approve and sign the NYSSA Annual Report.
* Serve as a NYSSA signatory for legal and financial purposes.
* Assume the basic duties and responsibilities of a Director-at-Large.

**Desired Skills and Experience**

* Minimum 2 years prior board experience required
* Experience with governance, finance, personnel, or programs
* Proven executive leadership and/or entrepreneurial skills
* Well-connected and well-reputed with access to senior industry professionals
* Excellent communicator in written and verbal mediums
* Current NYSSA member in good standing
* History of involvement with NYSSA