**Council Chair**

The chair is the chief executive officer of the council. A potential candidate should have demonstrated community leadership, feel comfortable delegating, have exhibit group dynamic skills and the ability to listen and seek input.

A chair provides governance, leadership and strategic direction for the council while empowering and supporting chapter leaders. The chair should also confirm that the chapters in the council are in compliance with filing deadlines, risk management requirements, and are in good overall health. Leadership development is a major facet of council chair responsibilities to ensure the council’s continued success through leadership transitions.

This document is a template or a starting point, to communicate the role of a chair to effectively recruit and welcome new leaders to help your board thrive. Customizing this position description to meet your board’s goals and objectives will help ensure that everyone is aware of policies, responsibilities and expectations which bolsters recruitment efforts, maximizes the new leader experience and increases the team’s success.

**Position Specific Recruitment**

Position success is directly related to finding the right person for the opportunity. The recruitment process is an integral part of that success. Forethought and on-going leadership succession are important facets of a successful recruitment strategy.

Although it might seem easy, recruiting the right talent, at the right place and at the right time, takes skill and practice but more importantly, it takes planning. Ideally your board has a leadership succession plan and is building potential leaders as an on-going practice. You may do this through a committee or an identified individual board member who is constantly on the lookout for future board members, bringing their suggestions to the board for consideration and planned involvement.

In order to generate a pool of qualified people, one must know what they are seeking in an ideal candidate. Reviewing the [TU Leadership Manual (Chapter 5)](https://www.tu.org/sites/default/files/TU_Leadership_Manual_June_2017.pdf) is a great place to start before discussing with your board.

When looking to fill this position, you might consider the following characteristics:

* Commitment and interest
* Clear, friendly and professional written and verbal communication skills
* Organized with an eye for detail to be prompt, manage timelines, etc.
* Interest and ability to work as a team
* Previous experience with board procedures and/or willing to learn
* Support of the TU conservation mission

**Welcoming New Leaders**

Welcoming a new leader is another critical piece that will increase the success rate of your new board member. Introducing the new leader, showing appreciation for their service and communicating position expectations goes a long way in setting the person up for success. Some tactics to consider:

* *Welcome Packet:* Organize important resources to show organization, effectiveness and that you are vested in their success. Consider including: position description, [TU Leadership Manual](https://www.tu.org/sites/default/files/TU_Leadership_Manual_June_2017.pdf), board contact information, strategic plan, annual report and other items that might be of interest to them
* *Check-In:* Schedule periodic meetings with the leader to allow for questions and/or better understanding of concerns. These meetings can be on the phone or in person
* *Mentorship:* Organize opportunities for new leaders to learn from experienced leaders (e.g. council meeting trainings, individualized mentorship, special training opportunities).

**Council Chair**

The board chair performs a variety of tasks to advance the coldwater conservation mission, maintain board health at the chapter and council level as well as managing administrative functions of the team. The Chair supervises council and chapter operations, aiding whenever necessary.

**Key Responsibilities**

The council chair must be a current Trout Unlimited member who will ensure that the following responsibilities are completed (personally or delegates tasks):

* Review, understand and example the organization’s bylaws, policies and procedures, conduct ethics, finances and strategic plan
* Ensure that the council is meeting all legal and fiduciary responsibilities
  + With the treasurer, ensure the Annual Financial Report and required IRS Forms are filed annually and on time. For more information on [TU’s online resources for financial management and reporting,](http://www.tu.org/get-involved/volunteer/tackle-box/financial-reporting-requirements-chapters-and-councils) visit the Tacklebox
  + Read and become familiar with [the 2015 Policy on Financial and Property Controls](http://www.tu.org/sites/default/files/TU_Policy_on_Financial_Controls.pdf) and [TU’s risk management and insurance limitations](http://www.tu.org/riskmanagement) and ensure the council is in compliance
  + Ensure donations to your council are [properly acknowledged](http://new.tu.org/sites/default/files/BP_Donor_Letters.pdf?_ga=1.63635114.441180885.1444082971)
  + Develop, approve and track a budget of chapter expenses and revenues each fiscal year.
* Confirm that council administrative tasks are completed in an accurate and timely manner
  + Provide recommendations for chapter rechartering and dechartering to TU as required
  + Ensure elections are held regularly in accordance with council bylaws and that you are identifying and grooming potential leaders throughout the year
  + Hold council meetings (both general and Executive Committee) in accordance with council bylaws; encourage all chapters to attend. Rotate location of meetings to maximize attendance.
  + Work with the National Leadership Council (NLC) representative on current initiatives in coordination with TU national
* Act as the council spokesperson
* Facilitate appreciation for volunteer leaders
* Be a two-way conduit of communication between the council and chapters
* Organize leadership recruitment to bring potential leaders into committees and positions
* Model appropriate behavior for board conduct and intervene if conflict arises
* Provide assistance and support to chapter leadership as necessary
  + Offer training opportunities (e.g. TU regional meetings, council meetings, planning retreats, etc.)
  + When appropriate provide recommendations for formation of new chapters and/or reassignment of zip codes among existing chapters
  + If appropriate, coordinate conservation projects between chapters (e.g. if a small or urban chapter needs a project, match them up with another chapter with an existing project.)

**Elected By/ Reports To**Members/Board of Directors

**Term Length**Per by-laws

Time Commitment   
Monthly meetings; additional time required for committee work and other board commitments

**Task Calendar**January

* Ensure the online leadership roster is current in the Leaders Only Tools section of tu.org
* Confer with the past chair to ask for lessons learned
* Confirm signatories on the bank account are current and EFT information is on file with TU staff
* Draft and circulate board meeting agenda with previous meeting minutes
* Plan, preside over, and facilitate board and executive committee meetings
* Confirm February IRS filing deadline with treasurer
* Prepare list of officers terming out to discuss leadership opportunities and recruitment plan
* Review strategic plan and metrics created by the council for [evaluating its effectiveness](http://www.tu.org/sites/default/files/Chapter_Effectiveness_Index_Scoring_Sheet_2016.pdf)
* Review important documents to keep council compliant (bylaws, financials, [the 2015 Policy on Financial and Property Controls](http://www.tu.org/sites/default/files/TU_Policy_on_Financial_Controls.pdf), [TU’s risk management and insurance limitations](http://www.tu.org/riskmanagement))

February

* Confirm donations are properly acknowledged
* Draft and circulate board meeting agenda with previous meeting minutes
* Plan, preside over, and facilitate board and executive committee meetings
* Confirm February IRS filing deadline is met with treasurer
* Review leadership opportunities and recruitment plan with board
* Review strategic plan and status with board
* Orchestrate appreciation plan for volunteer leaders

March-September

* Draft and circulate board meeting agenda with previous meeting minutes
* Plan, preside over, and facilitate board and executive committee meetings
* Review leadership opportunities and recruitment plan with board
* Review strategic plan and status with board
* Check-in with board members individually to gauge status and interests
* Attend TU Annual Meeting

October

* Prepare election process in accordance with chapter bylaws
* Mentor and train vice chair for a future presidency
* Draft and circulate board meeting agenda with previous meeting minutes
* Plan, preside over, and facilitate board and executive committee meetings
* Prepare for filling the Annual Financial Report with treasurer
* Support chapters to file Annual Financial Reports by the November 15 deadline

November

* Update Leaders Only Tools section’s online leadership roster
* Draft and circulate board meeting agenda with previous meeting minutes
* Plan, preside over, and facilitate board and executive committee meetings
* Confirm filling of the Annual Financial Report

December

* Facilitate new board member orientation
* Appoint committee chairs and serve ex officio on committees
* Draft and circulate board meeting agenda with previous meeting minutes
* Plan, preside over, and facilitate board and executive committee meetings