



## **Job Description: Governance Chair**

Position: Officer of the Executive Committee  
Reports To: President (Appointed by President)  
Term: One-year term to start 1/1/2011; expires 12/31/2011

### **Responsibilities:**

- 1) The Governance Chair person shall oversee bylaw compliance, make recommendations for bylaw changes and oversee member eligibility issues;
- 2) Be aware of IRS requirements regarding reporting for a non-profit organization;
- 3) Conduct succession planning that includes recruiting new Board members;
- 4) Non-Voting officer position; except if an Officer is unable to complete his/her term and until such time that the position is filled;
- 5) To perform all duties with highest regard to the fiduciary obligation of the Board.

### **Additional responsibilities include:**

- 1) Perform any and all duties requested by law, by the articles of incorporation, or by the bylaws;
- 2) Make and enforce rules and regulations for its own actions;
- 3) Meet at such times and places as required by the bylaws;
- 4) Ratify changes in the bylaws of SILA;
- 5) Investigate and recommend to the membership any matter pertaining to the welfare of the organization;
- 6) Approve all staff positions, including consultants;
- 7) Approve all salaries and benefits for SILA staff;
- 8) Elect persons for honorary membership;
- 9) Submit an annual report to the membership.

### **Qualifications:**

- 1) Active SILA member in good standing for at least three years;
- 2) Directors shall be of the age of majority in the state of corporation (Indiana);
- 3) Have experience in goal-setting, planning, policy development, resource development, corporate oversight, evaluation and decision making.