



TVPI Board President

Accountability

- The Board President serves as the chairperson and is accountable to the Board of Directors of the The Veterans' Place, Inc.

Authority

- The Board President has no formal authority to direct board members, staff, residents, or any of the affairs of the organization, unless otherwise decided by the Board.
- Like other board members, the chair is entitled to vote on matters before the organization. The Chair cannot make a motion, but can offer motions to be voted upon.
- The chair may not, on behalf of the organization, enter into contracts without the knowledge and approval of the board and/or the Executive Committee of the board.
- The chair may be an authorized agent to sign checks, contracts, policies and other legal documents on behalf of the organization as directed by the board.

Time Commitment:

- Ten hours a month (board meetings, preparing for board meetings, special events)
- Other commitments may be required to work with specific committees as established by the board.
- The Board Chair should not be a chair of any board committees of the board, except for the Executive Committee.

Term of Office:

- Term is for one year, which can be renewed at the annual meeting of the organization.

Duties and Responsibilities

- The president is primarily responsible for the effective functioning of the board in its role of governing the organization. All other duties are secondary.
- The president will follow up with and direct action of committees as established by the

Strategic Plan and established duties of the committee.

- In accordance with the bylaws, the President is a member of the Executive Committee.

Primary Duties:

In addition to the duties of every board member, the chair is responsible for:

- Participating in the preparation of the board's meeting agenda
- Chairing all meetings of the board of directors
- Enforcing rules of conduct as they apply to the board and its individual members
- Coaching members of the board
- Ensuring there is a process to evaluate the effectiveness of the board
- Serving as spokesperson, together with the managing director, for the organization
- Ensuring full and timely communication with members of the board, Managing Director, and the public.
- Preparing for and chairing the annual meeting
- The preparation of an annual statement from the board (board report) for presentation at the annual meeting and inclusion in the annual report

Secondary duties:

The chair may, with greater regularity than other members of the board:

- Prepare recommendations for board consideration
- Prepare recommendations to the members for changes to by-laws and policies
- Be available to the Managing Director for consultation purposes
- Representing the organization at community meetings and events

Other duties:

- Recognizing that the chair's role is a voluntary one, the board may formally authorize the chair to take on additional duties only if they do not interfere with any of the above.

Ex officio Status:

- To ensure effective communication, the chair will be an ex officio member of all governance committees and may attend their meetings when needed.

Qualifications:

The chair must have:

- A commitment to, and a clear understanding of, the mission of the organization

- Knowledge of meeting procedures, governance policies and by-laws of the Association
- Sufficient time to devote to the primary duties above

Development & Evaluation

- The board shall be consulted on its expectations of the chair's role and its assessment of the current chair's strengths and areas for improved effectiveness.

Removal of Chair

- The chair is bound by the standards set for all directors and by this document. Unless otherwise indicated in the bylaws, the chair may be removed by the Board provided there has been advance notification of such a motion and where the resolution is duly moved and seconded and passed by a majority of directors present.

Signature:

A handwritten signature in black ink that reads "Lucas J. Herring". The signature is written in a cursive style with a large, stylized 'L' and 'H'.

Board President

May 15th, 2025