



**Position Title: Board Chair**

**Reports to: Crowned Scholars Co-Founder(s)**

**Term: 2 Years (renewable)**

**Position Summary:** *The Crowned Scholars Board Chair will be responsible for facilitating board meetings, exemplifying strong leadership, practicing effective governance, and putting change into motion as it relates to the growth of Crowned Scholars.*

**Duties & Responsibilities**

- Lead and facilitate Quarterly Board of Directors meetings, including creating the agenda, scheduling meeting dates, and motivating other members to actively participate
- Organize and lead Special Meetings in alignment with our bylaws, as needed, to ensure timely decisions are discussed and voted upon for Crowned Scholars
- Ensure the actions and votes taken are in line with the organization's bylaws, goals, and overall mission
- Assist in welcoming and onboarding new Board of Directors members
- Encourage external networking and outreach amongst Board members to aid in fundraising, partnerships, etc. on behalf of Crowned Scholars
- Represent Crowned Scholars in the community by speaking to the press, media, or other groups as needed
- Execute annual performance reviews of the Board of Directors members, as well as the CEO

**Preferred Skills/Experience**

- Experience leading and/or being involved with a Board of Directors
- Understanding and ability to enforce of Robert's Rules of Order
- Excellent strategic and facilitation skills, with the ability to influence and achieve consensus
- Effective communication, both verbal and written
- Passion for youth development and increasing access to resources for marginalized student demographics