



Board Chair

Terms of Office: One year; renewable

Member of and Elected by: SIMLab Board of Directors

Supports: SIMLab's CEO

Sub-Committee Role: Chair of the Fundraising Committee

About SIMLab:

SIMLab helps people and organizations use inclusive technologies to build systems and services that are more accessible, responsive, and resilient. We believe that technology can help build the equitable services and systems that are fundamental to an inclusive society where people are empowered to improve their lives.

About the position:

The Board Chair leads the Board and has overall accountability, responsibility, and authority for its effective governance.

The Board Chair oversees governance and policy setting, with a focus on mission and strategic direction, and plays a critical role in ensuring the board plays an active role in addressing SIMLab's fundraising goals.

In addition to overseeing board meetings, supporting recruitment, and assessing the performance of Directors and the CEO, the Board Chair will work closely with the CEO, and will meet regularly to collaboratively drive SIMLab's mission forward.

Responsibilities:

- Attend all meetings;
- Ensure effective functioning of the Board. Ensure that Directors are aware of and fulfill their governance responsibilities and that they are held accountable for their performance;
- Guide and direct the governance process, centering the work of the Board on SIMLab's mission, vision, and strategic direction;
- Work closely with the CEO to execute SIMLab's strategy and ensure adequate funding is secured;
- In collaboration with the CEO, establish agendas for Board and relevant sub-committee meetings;

- Preside over Board meetings, ensuring participation and prudent decision-making;
- Work with sub-committee chairpersons to align the work of committees with SIMLab's overall strategic vision and goals;
- Serve as the Board's central point of official communication with the CEO. Develop a positive, collaborative relationship with the CEO, including acting as a sounding board for the CEO on emerging issues and needed courses of action;
- Lead the process of annual CEO goal-setting, performance evaluation, and compensation review;
- Set a high standard for Board conduct by modeling, articulating and upholding rules of conduct set out in SIMLab's bylaws and policies. Intervene when necessary in instances involving conflict of interest, confidentiality, and other policies;
- Lead the development of the Board's knowledge and capabilities by playing a central role in the orientation of new Board members, mentoring a chair-elect, and providing continuing education for the entire Board;
- Lead on recruitment of new Board members and in the process of identifying candidates to serve as chair-elect;
- Provide for an effective, objective board self-evaluation process and supports implementation of recommendations for improvement. Seeks feedback on his or her own performance as chairperson;
- Serve as Chair of the Fundraising sub-committee.

Time Commitment:

In addition to the time commitment expected of all SIMLab Directors, this person is expected to commit to additional time each month for calls as needed with the CEO, and to respond promptly to emails. This person can expect to commit an additional 1 day per month.

Qualifications

- Prior experience leading a Board of Directors;
- Strong understanding of nonprofit governance and fiduciary responsibilities;
- Strong reputation as a respected and thoughtful leader in the sector;
- Strong financial literacy and a demonstrated ability to raise revenue;
- Outstanding strategic leadership skills; a visionary and inspirational leader capable of anticipating and addressing challenges;
- Experience in board evaluations, and in recruiting and building competent boards;
- Strong communications skills; a compelling speaker with a track record for serving as a principal spokesperson for an organization before the media and business leaders; able to generate visibility and forge strategic partnerships;
- Experience leading meetings and familiarity with Robert's Rules of Order;
- Strong knowledge of the sector and passion for SIMLab's mission.