



Position Description

Chair of the Board

Purpose

The Chair of the Board of the National Association of Railroad Passengers (NARP) is responsible for leading the Board in the development of long-range goals, strategies and programs for the acquisition and deployment of resources needed to ensure successful accomplishment of NARP's purpose and mission.

Qualifications

The Chair is a visionary and strategic thinker with the ability to lead and inspire others. He or she is self-confident, a good listener, a consensus builder, as well as an effective communicator who is comfortable in a public role. Patience, persistence and persuasiveness are important personal traits. Enthusiastic commitment to NARP's mission is essential.

Key Responsibilities

The Chair has five main responsibilities that are critical for the development and maintenance of an effective program:

1. Leadership

- a. Chairs meetings of both the Board of Directors and the Council of Representatives
- b. In consultation with the Board, the Chair oversees:
 - i. Long range and annual plans and budgets
 - ii. National, regional and local project priorities
 - iii. Agendas for meetings of the Board of Directors and the Council of Representatives
- c. Develops appropriate committees and subcommittees to carry out the work of the Board
- d. In concert with former Officers, Directors and Representatives, appoints a
 - i. Chair for the Directors' Circle
 - ii. Ensures the scheduling of the annual meeting of the Directors' Circle

2. Public/Legislative Relations

- a. Uses his/her stature to add credibility to NARP and to the programs that it supports
- b. Develops plans and procedures for the entire Board of Directors and the Council of Representatives to make the public aware of NARP and its mission
- c. Builds alliances with other organizations and individuals that can help accomplish the Association's mission

3. Fundraising

- a. Oversees the continued development of and adherence to the "Policies and Procedures" related to gift solicitation and recognition
- b. Oversees gift solicitations for annual, special, planned and estate gift programs
- c. Involves other members of the Board of Directors and the Council of Representatives in the cultivation/solicitation process

4. Recruitment

- a. Identifies and calls on other members of the Board of Directors and the Council of Representatives, where appropriate, for their help in recruiting additional Representative nominees to the Council of Representatives
- b. Uses his/her personal associations and stature, where appropriate, to recruit others for service in the Council of Representatives

5. Administration

- a. Supervises the President and professional staff
- b. Oversees the performance of the officers of the Association

Reports to

- Board of Directors

Supervises

- President
- Vice Chair – Resource Development
- Vice Chair – Mission Accomplishment
- Vice Chair – Service Policy & Strategy
- Vice Chair – Legislative Policy & Strategy
- Treasurer
- Secretary
- Chair of the Directors' Circle