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| **Job Title** | *Chairperson of the Board* |
| **Reports To** | *Board of Directors* |
| **Current Term** | *5.1.2021 – 12.31.2021* |

**Job Purpose:**

The Chairperson will preside over the board members, committees, meetings and represent Badger Honor Flight as requested at BHF events and community events as needed.

**Duties and Responsibilities:**

The Chairperson is responsible for the following tasks:

* Oversee annual planning and strategic planning
* Preside at meetings of the Board, Flight Team, and Volunteers (delegate as needed)
* Work alongside Secretary with BHF Legal representatives on all legal matters
* Act as BHF Representative for Honor Flight Network discussions and communications
* Assist in promoting BHF in the community
* Assist in representing BHF at functions where BHF has been invited to attend
* Ability to perform interviews with local media outlets if asked
* Manage relationship between Flight Coordinator(s) and BHF Board Members (Flight Coordinator will report directly to Chairperson)
* Work with Treasurer on financial and insurance matters. Perform as a second signature on all BHF expenditures
* Work with Director-Volunteer Events to ensure BHF volunteers are utilized in as many BHF opportunities as possible
* Work with Secretary on meeting schedules, agendas, and other duties as may be assigned

**Qualifications:**

The Chairperson must display the following skill set:

* Leadership skills
* Good interpersonal skills
* Attention to detail
* Computer literate
* Organized
* Self-motivated
* Responsible
* Public Speaking

**Working Conditions:**

The Chairperson will need to provide their own phone, computer and printer along with internet access and the ability to store documentation.

BHF doesn’t reimburse for mileage.

The Chairperson is a volunteer, unpaid position requiring a 3-year commitment; 2 years as an active Chairperson and one year as emeritus in a support/advisory role.