



Job Title	<i>Chairperson of the Board</i>
Reports To	<i>Board of Directors</i>
Current Term	<i>4.1.2019 – 12.31.2021</i>

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.