NASBLA Executive Board Position Description - Chair

Term: One Year, May be Re-elected

The executive board is the policy making body of NASBLA. The chair is the presiding officer of the executive board. The election of the chair is based on outstanding qualifications, unselfish dedication and a willingness to serve the profession. Each member of the board is charged to serve in the best interests of the entire membership and the profession. They are committed to the development and implementation of the NASBLA strategic plan.

The chair remains on the board for a one-year term as past chair. The chair directs the overall affairs and operations of the executive board in keeping with policy established by the executive board.

<table>
<thead>
<tr>
<th>Major Responsibilities And Accomplishments</th>
<th>Duties</th>
</tr>
</thead>
</table>
| **NASBLA business and processes managed**  | • Serves as a member of the executive board.  
• Preside over all meetings of the executive board and business meetings of the association. In the chair’s absence, the vice chair/secretary shall preside over such meetings.  
• Attends all meetings of the executive board and business meetings of the association.  
• Appoints the chairs of the committees established by direction of the association or its executive board.  
• Supports, explains and promotes all policies and programs adopted by the executive board.  
• Serves as a member ex-officio of all committees, but not be counted in determining a quorum thereof.  
• Serves as official spokesperson of the executive board, both within and outside of the association.  
• Negotiates or designates a negotiator for contractual arrangements into which the association shall enter.  
• Performs other such duties as authorized in the bylaws, or as the executive board may authorize and as may be defined in the policies of the National Association of State Boating Law Administrators. |
| **NASBLA goals and objectives developed and accomplished** | • Keeps informed on the conditions and operation of NASBLA.  
• Works with other board members to:  
  o Establish NASBLA goals and objectives.  
  o Establish, approve and determine the priority of existing and proposed programs that will benefit NASBLA membership and the profession.  
  o Set policy for NASBLA. |
| **Enables committee work to be accomplished** | • Assists committee chairs with finding committee members, setting objectives and charges, recognizing contributions, and ensuring that the work done accomplishes the board’s strategic intent in establishing the committee/task force. |
**NASBLA membership support provided**

- Together with other board members:
  - Reviews data on the needs of the membership of NASBLA.
  - Evaluates and prioritizes existing programs that will benefit these constituents.
  - Approves, establishes and funds proposed programs that will benefit these constituents.

**Requirements of NASBLA Executive Board fulfilled**

- Works with Executive Board to:
  - Review the executive director’s objectives and accomplishments and provide feedback.
  - Negotiate the executive director’s contract and annual performance objectives.

### Estimated Time Required

<table>
<thead>
<tr>
<th>Function/Activity</th>
<th>Typical Time Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board meeting</td>
<td>4 meetings per year requiring travel (meetings typically last one to two days, plus travel time).</td>
</tr>
<tr>
<td>Annual conference</td>
<td>The week of the conference plus a board meeting the day before the conference.</td>
</tr>
<tr>
<td>Preparations for board meeting</td>
<td>12 to 18 hours per month</td>
</tr>
<tr>
<td>Liaison work with assigned committees</td>
<td>4 to 6 hours per month.</td>
</tr>
<tr>
<td>Other NASBLA related activities:</td>
<td>Time will vary depending upon type of requested activity</td>
</tr>
</tbody>
</table>
  - Represent NASBLA before Congress and Federal Agencies  |
  - Represent NASBLA at meetings of partners and stakeholders  |