



Job Description: Chair of the AH! TEMPO Board of Directors

Elected by the AH! TEMPO Board of Directors

Main Objective: In accordance with the AH! TEMPO Bye-laws, Directs the successful implementation of the annual goals and strategic plans of the Company

Term of Office: One year; renewable for three consecutive years with the approval of a majority vote of the Board.

General Responsibilities:

The Executive Chair of the Board presides at all meetings of the Board of Directors and other meetings as required. The Executive Chair is an ex officio member of all committees of the organization. The Board Chair oversees implementation of board and all relevant policies and ensures that appropriate administrative practices are established and maintained.

Specific Responsibilities:

1. Works with the other Board Officers, and committee chairs to develop the annual goals for the; Show Choir Performing Arts Programme, AH! TEMPO Publishing, and QUEST Executive Committee.
2. In consultation with other Board Officers, appoints volunteers to key leadership positions, including positions as chair of AH! TEMPO's committees and task forces, and cultivates leadership succession.
3. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
4. Works with the Boards paid and volunteer leadership, in accordance with the AH! TEMPO Bye-laws and mission, to establish and maintain effective services for gifted and talented students with:
 - Planning the organization's human and financial resources and setting priorities for future development.
 - Reviewing operational effectiveness and setting priorities for future development.
 - Ensuring the legal and ethical standard.
 - Ensuring the annual evaluation of the QUEST Executive Committee, the QUEST Executive Director and its offerings in alignment with the National Association for the Gifted Child (NAGC) Gifted Programming Standards.
 - Ensuring the annual evaluation, and quarterly reporting on the effectiveness of the AH! TEMPO Show Choir and Performing Arts Programme and Programme Director in alignment with the International Show Choir Performance Standards



5. In conjunction with the AH! TEMPO Directors, manages the development of the Board in order to help it work more effectively and efficiently.

- Developing and maintaining an effective Board culture
- Developing an effective pipeline of future leaders of the Board

6. Works with the Board Officers to develop both immediate and long-term goals and expectations for the Board that support organizational priorities and governance concerns.

7. Communicates effectively with and supports the Programme Director in his/her job as manager of the Show Choir Performing Arts Programme. In this capacity, focuses on ensuring that the Board governs rather than manages.

8. Works with the Committee Chairs and the Programme Director to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.

9. Communicates effectively with and supports the Executive Director in his/her job as manager of QUEST. In this capacity, focuses on ensuring that the Board governs rather than manages.

10. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view and stimulating a frank exchange of ideas in an effort to provide shared decision-making.

11. Works with the Committee Chairs and the QUEST Executive Director to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.

12. Communicates with the Board effectively so the Board information system focuses on decision-making, stimulates participation and supports an appropriate balance of responsibility between the Board and staff.

13. Links with major stakeholders when it is agreed that the Chair is the most appropriate person to represent the organization at key meetings, write an editorial for a newspaper or thank a major donor.

14. Is respectful of the Companies proprietors decision to honour the Sabbath and therefore ensures AH! TEMPO does not conduct business during that time.

Qualifications:

- ✓ Commitment to and energy to support AH! TEMPO and its values; an understanding of the companies mission and goals, and the distinctions between governance and management.
- ✓ Strong leadership skills to inspire a shared vision for the AH! TEMPO and for the Board's work.
- ✓ Stimulated by a commitment to the mission, the Chair should guide the Board toward articulating and committing to a commonly held perception of the future of the organization.



- ✓ Strong network of relationships within the greater community to leverage resources for the organization.
- ✓ Strong shared vision with staff about their roles, mission and goals for student achievement.
- ✓ Strong facilitation and communication skills and an understanding of group process.
- ✓ Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- ✓ Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving.
- ✓ An ability and willingness to support, encourage and develop a strong, future leader during their term of service.
- ✓ Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted at the beginning of the leadership term, including specific goals for development.
- Is perceived by other Board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results.
- Is perceived by Officers and Programme Directors as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader community.