**Responsibilities of and tips to be an effective Chairperson**

Congratulations!! You have been elected as the Chair of your Board. Annually, supervisors shall elect a chairman for their members. You may also elect/appoint a vice-chair, treasurer and secretary. Whether you willingly accepted the position or drew the short straw, I will cover a few of the responsibilities that come with being the Chairperson as well as a few tips.

With accepting the position of Chair, be sure to:

* Assist your district administrator in developing an agenda for board meetings.
* Start your meeting on time and follow the agenda.
* Lead the board in accordance with Sturgis Parliamentary procedures *(don’t forget, under Sturgis, the Chairperson can make a motion as well as vote).*
* Know and follow the Open Meeting laws.
* Maintain order during the meeting *(Keep the side bars to a minimum. Members time is precious and side bars can cause you to lose focus!)*
* Request any necessary training needed for your board members and staff. (Training is time consuming but essential for everyone, new and old, not only for roles and responsibilities, but for personal development as well).
* Coordinate statements/comments that represent the position of the Board and not individuals.
* Keep the Board focused on the mission, vision, and goals of the Board.
* Delegate assignments and duties to other Board members. This gives them a sense of ownership and purpose and makes for a stronger board.
* Strive to empower your staff and fellow board members by communicating and engaging with them regularly. Part of your job is to help make them better at what they do.
* Recognize the personalities of your board members and staff. You’ll have outgoing members, and you’ll have quiet members. Encourage all members to engage, talk and give their input.

All in all, you have been entrusted by your board to be a leader. Leaders are not born, they are built over time and with experience. You will make mistakes and that is ok for that is how we learn! Most importantly, have fun, lead, and don’t be afraid of making a difference!

If you have questions regarding your role as chairperson, feel free to call Karl anytime day or night. His daytime phone is 444-3022 and his cell is 431-1580.