**BOARD MEMBER - CHAIRMAN JOB DESCRIPTION, Rev 06-24-2024**

**Title**

Chairman, First Coast Sailing Association Board of Directors

**Purpose**

The serve as the Chairman and Chief Executive Officer for First Coast Sailing Association, a not-for-profit company. This role involves executing policies established by the Board of Directors, developing organizational plans, managing personnel, maintaining financial records, and representing the organization to external bodies such as United States Performance Handicap Racing Fleet (PHRF) and United States Sailing Association (US Sailing).

**Term**

Election to a one-year term (except when filling an unexpired term), subject to re-election.

**Criteria**

* Willing to accept and promote the mission, goals and objectives of FSCA.
* Possesses professional expertise and influence needed by FSCA.
* Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board and its committees.
* Able and willing to serve effectively as a public representative of the organization and involve others in the work of FSCA.

**General Responsibilities**

To serve as President to FCSA, a non-profit organization with area jurisdiction of Northeast Florida and Southeast Georgia and shall coordinate the business of the Fleet and supervise and control all the business affairs of the corporation.

**Specific Tasks**

* To preside at all meetings of the Board of Directors and General Membership Meetings.
* To submit regularly to the Board of Directors or its authorized committee, periodic reports showing the operational and financial activities.
* To prepare and submit such special reports as may be required by the Board of Directors or an authorized committee.
* Prepare annual budget showing the expected receipts and expenditures,
* Supervise all business affairs.
* Ensure that all funds are collected and expended to the best possible advantage.
* Seek Board approval for all non-budgeted expenditures exceeding $1,500.
* See that all physical properties are kept in a good state of repair and operating condition.
* Prepare and submit to the Board of Directors for approval including but not limited to:
  + a plan of organization of the personnel and others concerned with the operation of the Corporation.
  + the development and maintenance of personnel policies and practices for the corporation,
  + the selection, employment, control, and discharge of all employees.
* Spend time studying and evaluating issues to become informed and prepared to discuss and vote on issues facing FCSA. Tasks which will require preparation and a vote by Board Members include but not limited to:
  + Decisions on issues, policies, priorities, goals, and objectives.
  + Participation with other Board members and members in the formulation, updating, and approval of long-range strategies and objectives.
  + Nomination and election of members and officers of the Board.
  + Monitoring and evaluation of the effectiveness of the projects and programs and assure these projects and programs are progressing toward achieving stated objectives; and
* Support the resolutions and actions of the Board of Directors irrespective of personal opinion as to any such resolution or action.
* Promote the mission, goals, and objectives of FCSA, increase public awareness, understanding and support of the organization.
* Shall be the organization’s correspondent with U.S. PHRF and U.S Sailing.
* If necessary, seek assistance from other Board members to enable each member to successfully fulfill each of their commitments.

**Compensation and Expenses**

The Chairman will not receive compensation for services rendered but may be reimbursed for reasonable expenses incurred in furtherance of the organization’s purposes, subject to approval by the Board of Directors and submitted via FCSA Check and Reimbursement Policy.

**Time Demands**

**Regular Meeting Estimated Time Demands**

Quarterly Board Meeting 12 Hours quarterly

Other outlined duties 40 Hour monthly