

**Mary Free Bed Rehabilitation Hospital  
Job Description**

**Job Title: Board Chair**

**Department/Program: Board of Trustees**

**RESPONSIBLE TO:** Board of Trustees

**TERM:** Three-year term, nominated on the annual slate

**PURPOSE:** The Chair shall preside at all meetings of the Board of Trustees and its Executive Committee. The Chair shall approve the chair for each committee of the Board after consultation with the President/CEO and the Board Executive Committee.

**SPECIFIC DUTIES:**

1. Attend committee meetings (see Board Member Expectations).
2. Lead Board meetings and Executive Committee meetings
3. Maximize the Mentoring Program and Succession Plan to move the Board of Trustees toward, or keep it within, the proactive stages of development.
4. Become informed in advance of agenda items and work closely with staff liaison and committee to prepare meeting agendas.
5. Mentor new board members.
6. In consultation with the Board Executive Committee and the Chief Executive Officer, appoint all Committee Chairs and new members of committees.
7. Inspire and support the President/CEO and Committee Chairs to achieve and exceed their group's specific objectives.
8. With other board members and staff, ensure the budget, policies, and efforts are consistent with Mary Free Bed's mission, vision, values and strategic objectives.
9. Familiarize yourself with Mary Free Bed's mission, vision, programs, and core values (Work collaboratively and innovatively, include people whose diversity reflects all those we serve, be truthful and respectful, heal with our hands and treat with our hearts, approach our work with JOY).
10. Be ultimately responsible for maximizing individual Board Member achievement in board meetings and committee activities through personal leadership and chain of command.
11. Familiarize yourself with and ensure compliance with Robert's Rules of Order.
12. Participate in Mary Free Bed's activities and events, as appropriate.

**PERSONAL ATTRIBUTES:**

1. Demonstrate the core values: Work collaboratively and innovatively, include people whose diversity reflects all those we serve, be truthful and respectful, heal with our hands and treat with our hearts, approach our work with JOY.
2. Demonstrate commitment to Mary Free Bed's mission.
3. Maintain a high standing among colleagues.
4. Be a respected citizen of the community.
5. Demonstrate breadth of understanding and a tolerance of viewpoints of others.
6. Be willing to state personal convictions and equally willing to accept the majority decision when in conflict with own standing.
7. Develop an interest in the objectives and programs of the organization.
8. *Have Fun!*