GCE-US BOARD CHAIR POSITION DESCRIPTION

**Position Title:** Board Chair

**Reports to:** Entire Board of Directors

**Background:** Prior experience as a board member or chair would be welcomed. A general background in fundraising and planning is highly desirable.

**Position Description:** The Chair/s shall be a director/s of the Global Campaign for Education - United States (GCE-US) and shall serve as the chief executive officer of the Corporation. This is a volunteer position and GCE-US does not provide any monetary compensation for service. The board chair/s will:

- Preside at and facilitate all meetings of the Board of Directors (at least two per year);
- Supervise, provide leadership, and oversee all activities and commitments of Board members;
- Provide general and active supervision, control and management of the affairs and business of the Corporation, subject to the orders and resolutions of the Board of Directors;
- Provide general supervision and direction of all officers, agents and employees of the Corporation;
- Ensure that all orders and resolutions of the Board of Directors are carried into effect, and, in general, will exercise such powers and perform such duties incident to such office and such other powers and duties as may from time to time be assigned to him or her by the Board of Directors.

To apply, please submit a cover letter and resume to: gceus.hr@gmail.com with Board Chair in the subject line. For the cover letter, include your answers to the following questions: 1) Why are you interested in serving as GCE-US Board Chair and what prepares you to serve in this capacity? 2) In the coming year, GCE-US’s primary priorities include fundraising and board development and recruiting. As the board chair, what initiatives or ideas would you implement in these areas? Applications will be accepted on a rolling basis. **Priority will be given to applications received October 4, 2019.**

Unless otherwise delegated the chair or co-chairs will also:

**SUPPORT THE EXECUTIVE DIRECTOR**

- Serve as a sounding board and resource on staffing and other organizational challenges and opportunities
- Support the Executive Director in their efforts to develop professionally
- Regularly liaise with the Executive Director on strategy, planning, problem-solving, and financial management
d. Participate in an annual review(s) with the Executive Director

BUILD A WELL FUNCTIONING, SUSTAINABLE, AND ‘VISIBLE’ BOARD
a. Examine needs of GCE-US that might be filled through recruitment of new board members and recruit persons in these fields for service on the Board.
b. Periodically review each of the items above to determine board effectiveness and plan/implement improvements.
c. Conduct an evaluation of how the Board has met its annual objectives.
d. Ensure board members serve as GCE-US spokespeople and represent GCE-US at events, and with potential funders when needed.
e. Participate in Global Action Week for Education and other GCE-US activities throughout the year as relevant.
f. Share relevant information on GCE-US work, priorities, and needs with other board members as appropriate.

FINANCIAL AND RESOURCE DEVELOPMENT EXPECTATIONS
a. Make monthly and/or annual gifts that are significant for you to GCE-US.
b. Ensure GCE-US achieves and maintains 100% board giving.
c. Recruit sponsors, as needed.
d. Identify and cultivate potential donors, including through in-person meetings and phone calls with potential funders. As appropriate, utilize personal networks and contacts to benefit the organization.

OTHER DUTIES
a. Attend and actively participate in board meetings.
b. Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee).
c. Attend and actively participate in planning retreat(s) as needed (i.e. 1 weekend day per year).
d. Attend special events such as fundraisers and annual meetings (2 events per year recommended).
e. Attend all new board member orientations (approx. 3-4 hours per year).
f. Review and provide feedback on organizational documents, as needed, including annual reports, proposals, membership proposals, and concept notes.

SKILLS AND QUALIFICATIONS

The board chair will possess the following personal qualities, skills, and experience:
● Demonstrated passion for the human right to quality, inclusive, universal education through professional or volunteer experience.
● Proven leadership skills.
● Strong strategic and facilitation skills; ability to influence and achieve consensus.
● Ability to act impartially and without bias.
• Ability to demonstrate tact and diplomacy and communicate effectively
• Political acuity
• Ability and willingness to commit time to building strong relationships with donors, board members, key stakeholders, and GCE-US leadership
• Prior board experience preferred
• Existing relationships and/or contacts with potential donors preferred
• Outstanding record of achievement in one or several areas of skills and experience used to select board members

BACKGROUND INFORMATION ABOUT GCE-US

The Global Campaign for Education-US (GCE-US) is a broad-based coalition (click here for a complete list of our coalition members) of U.S. organizations including non-profit organizations, teachers’ unions, foundations, faith-based groups and think tanks dedicated to ensuring universal access to a quality education. GCE-US is a 501(c)3 organization.

The mission of the Global Campaign for Education-US is to promote education as a basic human right and mobilize to create political will in the United States and internationally to ensure universal quality education, which is at the core of all human development. For more information about GCE-US, visit: www.gce-us.org

SUBMISSION DATE AND INFORMATION

To apply, please submit a cover letter and resume to: gceus.hr@gmail.com with Board Chair in the subject line. For the cover letter, include your answers to the following questions: 1) Why are you interested in serving as GCE-US Board Chair and what prepares you to serve in this capacity? 2) In the coming year, GCE-US’s primary priorities include fundraising and board development and recruiting. As the board chair, what initiatives or ideas would you implement in these areas? Applications will be accepted on a rolling basis. Priority will be given to applications received by October 4, 2019.