**BOARD CHAIR AND ED PARTNERSHIP AGREEMENT**

This document serves as a guide for how the board chair and executive director will work together as leadership partners. Use it to clearly define responsibilities, set boundaries, make agreements and hold each other accountable.

1. **Expectations**
2. **Communication**
3. **Meeting Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Board Chair and ED** | **Board** | **Committees** |
| January |  |  |  |
| February |  |  |  |
| March |  |  |  |
| April |  |  |  |
| May |  |  |  |
| June |  |  |  |
| July |  |  |  |
| August |  |  |  |
| September |  |  |  |
| October |  |  |  |
| November |  |  |  |
| December |  |  |  |

1. **Meeting Tasks**

| **Tasks** | **Chair** | **ED** | **Joint** | **Other** |
| --- | --- | --- | --- | --- |
| Prepare consent agenda |  |  |  |  |
| Prepare financial reports for review |  |  |  |  |
| Create meeting agenda |  |  |  |  |
| Prepare board packets |  |  |  |  |
| Distribute agendas and board packets |  |  |  |  |
| Send email reminder about meeting |  |  |  |  |
| Check in with committees |  |  |  |  |
| Run meeting |  |  |  |  |
| Take minutes |  |  |  |  |
| Distribute minutes and action items  |  |  |  |  |
| Follow up on assignments and action items |  |  |  |  |

1. **Board and Staff Relations**
2. **Feedback and Criticism**
3. **Conflict Resolution**
4. **ED Performance Review Process**
5. **Accountability Pact**

The executive director will:

* Share both good news and bad news immediately
* Provide time for weekly telephone and monthly in-person updates
* Alert the board chair to any information or issue that has the slightest chance of escalating into a risk for the organization

The board chair will:

* Make time to develop the agenda of each board meeting in partnership with the executive director
* Provide honest feedback to the executive director in regard to the purview of her responsibilities and performance
* Develop a platform of issues in concert with the executive director to be advanced during her term
* Be timely and responsive to the requests of the executive director, recognizing that, it is not appropriate for the executive director to determine organizational direction without participation of the governing body