



## ArchivesSpace Governance Board Chair Position Description

Position title: ArchivesSpace Governance Board Chair

Length of Term: 1 year

Renewable: No, but members can serve as Chair again after a gap

### Responsibilities of the ArchivesSpace Governance Board Chair

In addition to the responsibilities of all Board members, the Governance Board Chair is expected to:

- Provide leadership for the Governance Board
- Preside over board meetings
- Establish agendas for board meetings (in conjunction with the Director of DuraSpace Community Supported Programs (DCSP))
- Encourage board's role in strategic planning
- Appoint chairs of committees, in consultation with other board members
- Consult with the organizational home about emerging issues
- Help guide and mediate board actions with respect to organizational priorities and governance concerns
- Play a leading role in executing fundraising strategies such as membership retention activities or grant opportunities
- Informally evaluate the effectiveness of the Board members
- Provide appointment letters for Council members and other official correspondence related to Council appointments (in conjunction with the Director of DCSP)
- Perform other responsibilities assigned by the Board

As outlined in the ArchivesSpace Bylaws:

“Annually, the Governance Board will select one of its members to serve a three-year term: one year as Vice-Chair, one year as Chair, and one year as Past-Chair. The Chair will preside over meetings and oversee the governance activities conducted under these Bylaws.” Thus, the year following serving as Chair, the individual will serve as Past-Chair. In the year of Past-Chair, the individual will lead the Nominating Committee.

<https://archivesspace.org/wp-content/uploads/2018/04/ASpace-Bylaws-Rev.2018.03.29.pdf>

