**33b. BOARD CHAIRPERSON / GENERAL CHARGE (ROLE)**

The Board Chairperson is responsible for guiding and coordinating the work of the USSEC Board and its committee structure to ensure attainment of the USSEC mission/vision statement and strategic planning goals. The Board Chairperson is the organization’s primary volunteer public advocate, and will be called upon to communicate about the association’s position on current industry issues.

## Desirable Attributes and Skills

* Previous leadership experience and training, including but not limited to a knowledge of parliamentary procedures, consensus building skills, a level of social and business skills, and financial management skills necessary to run a multi-million dollar business.
* Possess a comprehensive understanding of the soybean industry at such a level to gainfully contribute to discussions among peer and industry leaders.
* Provide vision and broad oversight for setting organizational direction.
* Possess the ability to speak articulately to audiences of varying sizes and to speak or respond in writing to interview questions from individuals representing various media outlets.
* Highly skilled in current communications technology.
* Commitment to the work of the organization.

## Responsibilities

1. Serve as a member of the Board.
2. Serve as a member of the Executive Committee.
3. Serve as the chief volunteer and act as principal Board person of the organization.
4. Foster a positive working relationship with other Board members and staff.
5. Attend and chair all Board and Executive Committee meetings; prepare for and participate in the discussions and the deliberations of same; and report results to the full Board.
6. With the Chief Executive Officer, prepare an agenda and support materials, etc. for all Board and Executive Committee meetings.
7. Execute an approved consent agenda.
8. Prepare for each Board and Executive Committee meeting by reading materials distributed prior to the meeting.
9. Ensure an annual Board and committee meeting calendar is prepared and distributed.
10. Ensure all committees actively participate in the annual budget and program planning process and that committees complete all board-assigned tasks.
11. Encourage Board’s role in strategic planning.
12. Appoint (in consultation with other Board members), monitor and coordinate the work of all committee chairs. Appoints committee vice chairs.
13. Serve as an ex-officio member of each committee.
14. Serve as one of the “Responsible Persons” to which an individual can report any violations of USSEC policies.
15. With direction from the Board, work with the Executive Committee to appoint ad hoc committees and task forces.
16. Provide leadership to the Board, who sets the policy and to whom the chief executive officer is accountable.
17. Ensure that the internal operations of the organization are conducted efficiently and effectively by supervising the chief executive officer.
18. Guide and mediate Board actions with respect to organizational priorities and governance concerns.
19. Sign corporate and legal documents as necessary.
20. Oversee the nomination and Board development process.
21. Be familiar with and faithfully follow the organization’s conflict of interest, code of ethics, anti-trust and confidentiality policies.

Time Commitment: The Board Chairperson devotes approximately 30 – 40 full days per year, attending functions and meetings representing the Board (in addition to Board and committee meetings). The Board Chairperson may also participate in various partial day events, and one or two-hour radio, television or print interviews and meetings to convey the mission, strategic plan and tactics of the organization.

Responsible Person refers to the CEO, Board Chairperson and HR designee.

**30g. VICE-CHAIRPERSON GENERAL CHARGE (ROLE)**

To ensure continuity in the leadership of USSEC by working closely with the Board Chairperson regarding important matters facing the organization. In addition to the USSEC Board Chairperson, the Vice-Chairperson assists as the organization’s public advocate, and will be called upon extensively to speak and write about the organization’s activities, investment areas, and positions on current industry issues. Carry out the duties and responsibilities of the Board Chairperson in their absence.

## Desirable Attributes and Skills

* Previous leadership experience and training, including but not limited to a knowledge of parliamentary procedures, consensus building skills, and a level of social and business skills necessary to run a multi-million dollar business.
* Possess a comprehensive understanding of the soybean industry at such a level to gainfully contribute to discussions among peer and industry leaders.
* Provide vision and broad oversight for setting organizational direction.
* Possess the ability to speak articulately to audiences of varying sizes and to speak or respond in writing to interview questions from individuals representing various media outlets.
* Highly skilled in current communications technology.
* Commitment to the work of the organization.

Responsibilities

* 1. Serve as a member of the Board.
	2. Serve as a member of the Executive Committee.
	3. Reports to the Board Chairperson.
	4. Works closely with the Board Chairperson and other officers.
	5. Performs other responsibilities as assigned by the Board or Chairperson
1. Commitment to the work of the organization.
2. Act as a resource to other committees.
3. Be knowledgeable of and faithfully follow the organization’s conflict of interest, code of ethics, anti-trust and confidentiality policies.
4. Prepare for and participate in the discussions and the deliberations of the Board.
5. In the absence of the Board Chairperson, the Vice-Chairperson assumes all responsibilities of the Board Chairperson.

Time Commitment: The Board Vice-Chairperson devotes approximately 15 to 20 full days per year, attending functions and meetings representing the Board (in addition to Board and committee meetings). The Board Vice-Chairperson may also participate in various partial day events, and one or two hour radio, television or print interviews and meetings to convey the mission, strategic plan and tactics of the organization.