POSITION DESCRIPTION

Position Title:
Chairman of the Board

Reports To:
Board of Directors and Membership

Position Overview:
The IAAPA Chairman of the Board is the chief elected officer and highest elected official of the association. Like all officers and directors of the board, this position has no authority to speak or act on behalf of the board other than the authority specifically granted in the bylaws, in board policy or by resolution of the board of directors. The chairman may delegate specific duties to the president and CEO, board members and/or committees as appropriate; however, the accountability remains with the chairman.

Like all officers and directors of the board, the chairman of the board has three legal duties:
- **Duty of Care** - Be prepared, pay attention, and practice confidentiality
- **Duty of Obedience** - Act lawfully and adhere to governance rules
- **Duty of Loyalty** - Act in the best interest of IAAPA and avoid conflicts of interest

The chairman of the board is responsible for ensuring that the IAAPA board of directors and its members are aware of and fulfill their governance responsibilities, comply with applicable laws, bylaws and established policies, conduct board business effectively and efficiently and are accountable for their performance.

The chairman of the board, along with the other officers and members of the board, are responsible to help shape, approve, and monitor the strategy of IAAPA. The chairman of board ensures the board of directors adheres to the goals and objectives of the strategic and business plans. The chairman of the board is not in charge of the day-to-day management and operations of the organization.

The chairman of the board must have the support and cooperation of his/her employer. The service commitment for the chairman of the board is no less than seven years (second vice chair, first vice chair, chairman of the board, immediate past chair, 3 years on the governance committee) so it is imperative that the chairman’s company can provide the necessary assistance to ensure success.

Qualifications:
- **Experienced Operator:** The chairman of the board must be “significantly involved” in the operations of a facility; must spend at least 50% of your time in the operation of a facility.
- **Consensus Building:** Promote cooperation, collaboration, and partnerships between individuals or groups, both inside and outside the organization.
- **Strategic Leadership:** Maintain an environment in line with the organization’s values; gains others’ support, commitment, or action toward the organization’s goals.
- **Strategic Thinking:** Have long-term view of an organization’s strengths and weaknesses, as well as external trends/risks to assess positioning and make decisions that maximize performance.
- **Communication Skills:** Communicate effectively, persuasively and appropriately in oral and written form, by understanding the audience’s needs subject matter content and urgency, and assorted media with which to share information.
- **Ethics and Transparency:** Understand and uphold the highest degree of ethical standards and maintain the integrity of the organization.
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- **Analytical Thinking:** See the “big picture” in complex situations; makes decisions in situations of uncertainty or risk.
- **Appreciation of the value of the global attractions IAAPA represents:** Understand the attractions industry served by IAAPA articulate the value a global industry brings to the successful performance of the strategic plan and/or goals of an organization.
- **Visionary strategic thinking:** Formulate a future vision for IAAPA and describe a strategy to achieve it.
- **Ability to operate effectively in global environments:** Has good working knowledge of global, regional, and local trends within the industry; is sensitive and open to views of others with a different local/cultural base; and has the capacity to think and contribute with a global viewpoint.
- **Experience assisting in transformational change driven by strategic issues:** Understand, deliberate, and describe the benefits and challenges associated with a potential transformational change for a fast-paced organization; has held a leadership role in at least one significant strategically driven change in an organization; and has the ability to contribute to the identification and management of the consequences of such transformations.
- **Willingness and experience to serve others:** Passion and energy to understand and respond to the needs of others in an open, honest, humble, and altruistic manner.
- **Experience and appreciation of working in a collaborative way with people having diverse backgrounds and viewpoints:** Exhibit a spirit of inquiry by seeking, understanding, and valuing multiple viewpoints so that all issues are considered in the decision-making process; is willing to represent and accept accountability for group decisions with “one voice.”
- **Meet legal and regulatory requirements:** Appreciate and understand the role of the Board in regard to the proper caretaking/stewardship of the organization.
- **Serve as an advocate for IAAPA and the industry:** Use a network of contacts in one or more stakeholder communities relevant to the industry served by IAAPA; willing and able to access the network in a selective and respectful way in order to serve as an advocate for IAAPA and the industry.
- **Serve as an ambassador for IAAPA and the attractions industry:** Capability and experience to speak in front of small and large groups using both self-prepared and externally-prepared material; and possesses an appropriate demeanor when serving in public.

**Primary Responsibilities:**

- Serve as chairman of the board of directors and executive committee.
- In collaboration with the president and CEO, develop meeting agendas for all board of directors and executive committee meetings.
- Preside over all meetings of the board of directors and executive committee and foster engagement by all participants.
- Preside over the annual business meeting of the organization.
- Lead the fulfillment of the association’s strategic and business plans.
- In coordination with the president and CEO, represents the organization to the media, governmental or nongovernmental organizations and committees.
- Maintains relationships with volunteers leaders, membership at large and staff.
- Works with the president and CEO to keep board, executive committee and all association committees informed on the conditions and operations of the association.
- Works in partnership with the president and CEO to make sure board resolutions are executed.
- Appoint committee chairpersons for board approval.
- In cooperation with the treasurer, monitors association expenditures to assure operation within the annual budget.
- Attend all board of directors and executive and finance committee meetings.
- Attend IAAPA events around the world as assigned.
- Assists president and CEO in conducting new board member orientation.
- Manages process to search for new president and CEO.
- Serve as member of the team that coordinates president and CEO’s annual performance appraisal.
Additional Responsibilities:
- Communicate regularly with the President and CEO.
- Report periodically to the board of directors. Periodically consults with board members on their roles and helps them assess their performance.
- Help prepare the chair-elect (first vice chair) for the responsibilities as chairman of the board.