



Project Street Outreach (PSO), Inc.

Chairperson Job Description

The Chairperson is responsible for day-to-day operations and ensuring all policies and procedures are carried out. All Board of Directors are in full participation during meetings, all relevant matters are discussed, and effective decisions are made and carried out. Responsible for the submission of monthly reports from the Board of Directors and Subcommittee Leads. Review performance, identify, and manage the processes set forth by the Executive Director. The Chairperson will:

Assists the Executive Director to fulfill the organization's mission.

Oversees the financial health of the organization.

Plans and implements an annual budget.

Assigns individuals to oversee the organization of the Board and committee meetings.

Acting as an ambassador and spokesperson for the organization.

Collaborates with the Secretary to develop the agenda for the monthly Board of Directors' meetings.

Attend all Board of Directors, special, or committee meetings.

Communicates and responds to the Secretary's tasks within 48 hours of an announcement.

Monitors the organization's email and answers any questions on behalf of the Executive Director.

Periodically communicates with the Executive Director on the health and morale of the organization.