

Bemidji Pride Board of Directors Chair Position Description:

With the guidance and assistance of the Board, the Chair:

1. Creates agendas
2. Leads and oversees meetings
3. Works in partnership with Co-Chair
4. Appoints subcommittee leads
5. Conducts annual organization evaluation.

The Chair is the primary leader of the Bemidji Pride Board of Directors and is responsible for ensuring the organization remains mission-aligned, strategic, and cohesive. The Chair leads the monthly Board meetings, sets the organizational tone, and ensures that all Directors and committee leads have the structure, resources, and support they need to be successful.

Broad responsibilities include the following:

- Provides oversight of the creation of meeting agendas to ensure agendas provide an outline for efficient and thorough meetings.
- Leads discussions in a way that ensures efficiency, collaboration, and clarity.
- Working closely with the Co-Chair, Secretary, Treasurer, and other Directors to ensure all agenda items reflect organizational needs and priorities.
- Conduct an annual organizational evaluation, which includes reviewing accomplishments, identifying challenges, and setting strategic priorities for the upcoming year. This process helps maintain transparency, accountability, and goal alignment across the Board.
- Appointing of subcommittee leads and working closely with them to ensure they understand their roles, responsibilities, and expectations. This includes helping committee leads connect with volunteers, resources, and Board support as needed.
- The Chair acts as a primary liaison for internal and external partnerships, ensuring clear communication with the treasurer, community organizations, sponsors, and stakeholders.

The typical time commitment of the Chair includes: Attendance at one Board of Directors meeting per month (approximately two hours). Other related work is estimated at 6–8 additional hours per month. In the 2–3 months leading up to the annual Bemidji Pride event, all board of directors members, sub-committee leads, and major contributors should anticipate a gradual ramping up of time commitment (at and outside of meetings). In the weeks leading up to the main event, meetings occur weekly.