

BOARD CHAIR

Title: Chairman / Board Chair

Reports To: Board of Directors

Summary

The Chairman will be responsible for ensuring that the Board of Directors and its members are aware of, and fulfill their governance responsibilities, comply with applicable laws and bylaws, conduct board business effectively and efficiently, and will hold overall accountability for their performance. The Chairman will preside over meetings, propose policies and practices, sit on various committees, monitor the performance of Directors and Officers, and will submit various reports to the board, funders, and other stakeholders. Acting as an industry advocate, the Chairman will promote our organization, and the industry as a whole through strategic public relations and government interactions. The Chairman will be relied upon to perform business development duties, including the creation of suitable and beneficial partnerships, conducting assessments of other organizations viability and potential fit while determining their overall value for possible purchase or acquisition. Other responsibilities will include the creation of committees, appointing members to such committees, and the performance of other duties as needed and/or as defined in the bylaws.

Core Competencies

- Customer Focus
- Communication
- Energy & Stress
- Team Work
- Quality Orientation
- Time Management
- Adaptability/ Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Result Focus
- Accountability and Dependability
- Ethics and Integrity
- Mediating and Negotiating
- Providing Consultation
- Leadership
- Coaching and Mentoring
- Staff Management
- Enforcing Laws, Rules and Regulations
- Mathematical Reasoning
- Development and Continual Learning

Job Duties

- Supports the CEO in achieving the organization's mission
- Provides leadership to the Board of Directors, who sets policy and to whom the Chief Executive is accountable.
- Chairs meetings of the Board after developing the agenda with the Chief Executive.
- Encourages Board's role in strategic planning
- Works as an industry advocate, promoting the company and the industry as a whole
- Leads public relations strategy, and will interact with government officials
- Assess other organizations viability and potential fit, determining overall value for possible purchase or acquisition
- Perform business development duties including the creation of suitable and beneficial partnerships
- Maintain a strong working knowledge of prevalent trends within the industry, ensuring that the company is up to date and provides competitive products and services
- Appoints the chairpersons of committees, in consultation with other Board members.
- Serves ex officio as a member of committees and attends their meetings when invited.
- Discusses issues confronting the organization with the Chief Executive.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Reviews with the Chief Executive any issues of concern to the Board.
- Monitors financial planning and financial reports.
- Formally evaluates the performance of the Chief Executive and informally evaluates the effectiveness of the Board members.
- Evaluates annually the performance of the organization in achieving its mission.
- Sets overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of the organization
- Ensure the effective and efficient administration of the organization
- Ensure the financial stability of the organization
- Provide guidance on new initiatives
- Plan the annual cycle of board meetings
- Sit on appointment and disciplinary panels
- Facilitate change and address conflict within the board and within the organization
- Performs other responsibilities assigned by the Board.

Requirements

- Appropriate formal or informal education and experience relevant to the role.
- Multiple board positions held, including chair of an audit committee.
- Interest in and working knowledge of the cryptocurrency industry.
- Extensive experience in business development, financial analysis and strategic planning
- Extensive experience in and knowledge of best governance practices and policies.
- Experience in leading and governance of public companies.
- Proven experience negotiating and closing strategic partnerships
- Understanding of financial reports including budgetary guidelines and project expenditures
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Effective leadership skills, with a strong focus on operations and business processes
- Demonstrated ability to manage key constituent relationships
- Able to identify key issues; creatively and strategically overcome challenges or obstacles
- Strong knowledge of fiscal management and responsibility, business finance, capital funding, contracts, and partnerships
- Sound understanding of risk management
- High level of integrity, confidentiality, and accountability
- Sound analytical thinking, planning, prioritization, and execution skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Knowledge of contracting, negotiating, and change management.
- Knowledge of federal, provincial, territorial, and local financial regulations.
- Ability to participate in and facilitate group meetings.
- High level of integrity, confidentiality, and accountability.
- Ability to respond appropriately in pressure situations with a calm and steady demeanor.
- Knowledge of best practices in internal controls.