



# The Board Chair Handbook, 2nd Edition

*Mindy R. Wertheimer*

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## **The Board Chair Handbook, 2nd Edition** Mindy R. Wertheimer

Whether you are a seasoned board chair wanting to brush up and learn something new, an incoming board chair seeking knowledge and skills, or a person considering the possibility of becoming a board chair, this definitive and newly revised guide provides the blueprint for being successful and effective in your leadership role. User friendly and practical, this book focuses on the roles and responsibilities of the board chair position, addresses the all-important work partnership with the organization's chief executive, and outlines the solid communications skills that the board chair's work requires - skills that invite dialogue in a nonjudgmental, respectful atmosphere. Accompanying materials provide sample agendas, letters, and job descriptions to help you do your job effectively.

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