

**BUILDING LEADERSHIP  
CHAIRMAN OF THE BOARD OF DIRECTORS JOB DESCRIPTION  
DSPA-HALE BYRNES HOUSE**



**MISSION**

**DSPA-HALE BYRNES Nonprofit’s mission is to protect, preserve, and promote the buildings and grounds of the historic Hale-Byrnes House, an 18<sup>th</sup> century Quaker farmstead.**

**Vision Statement:** DSPA’s vision includes the careful and accurate maintenance, repair, restoration, and historically sensitive renovation of the Hale Byrnes House and grounds. AS the southern anchor of the White Clay Creek Wild and Scenic River designation, we aspire to remain a small but friendly, historically accurate and welcoming meeting place for families, Revolutionary War scholars, fishermen and eco-tourists.

**DSPA-HALE BYRNES’ niche** is the time period 1750-1850. Our collection policy helps us remain true to our mission without amassing irrelevant or inappropriate material.

For more information, please visit our website at [www.halebyrnes.org](http://www.halebyrnes.org).  
Click on the “About Us” link.

**POSITION: BOARD CHAIRMAN**

As a partner to the chief executive officer (RESIDENT CURATORS/EXECUTIVE DIRECTOR) and other board members, the Board Chair will provide leadership to DSPA-HALE BYRNES. The Board Chair will support and sustain the work of DSPA-HALE BYRNES, and provide governance, leadership, and strategic fundraising support.

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**SPECIFIC RESPONSIBILITIES INCLUDE:**

- Being a trusted advisor to the RESIDENT CURATORS/EXECUTIVE DIRECTOR as s/he develops and implements DSPA-HALE BYRNES's strategic plan
- Developing and managing relationships and communicating with: funders, partners, and other stakeholders
- As a board member, approving DSPA-HALE BYRNES's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Reviewing outcomes and metrics created by DSPA-HALE BYRNES Board for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Assisting the RESIDENT CURATORS/EXECUTIVE DIRECTOR and Nominating Committee in recruiting board members
- Periodically consulting with board members on their roles and helping them assess their performance
- Planning, presiding over, and facilitating board and committee meetings; partnering with the RESIDENT CURATORS/EXECUTIVE DIRECTOR to ensure that board resolutions are carried out
- Acting as an ambassador for the organization
- Ensuring DSPA-HALE BYRNES's commitment to a diverse board and staff that reflects the communities DSPA-HALE BYRNES serves

**FUNDRAISING**

In collaboration with the RESIDENT CURATORS/EXECUTIVE DIRECTOR, generating substantial annual revenue as needed, and fostering DSPA-HALE BYRNES's overall financial health

- Personally treating DSPA-HALE BYRNES as a top philanthropic priority reflected in an annual financial gift.
- Ensuring that 100 percent of DSPA-HALE BYRNES's board members make an annual contribution that is commensurate with their capacity
- Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts

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**BOARD TERMS**

DSPA-HALE BYRNES's Board Chair (and board members) will serve a three-year term to be eligible for re-appointment for two additional terms, for a maximum of three terms of three years each. Board meetings will be held quarterly and committee meetings will be held in coordination with full board meetings.

**QUALIFICATIONS**

This is an extraordinary opportunity for an individual who is passionate about the success of DSPA-HALE BYRNES HOUSE. The selected Board Chair should have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

**IDEAL CANDIDATES WILL HAVE THE FOLLOWING QUALIFICATIONS:**

- Familiarity with the house and grounds and its history.
- Demonstrated success as a nonprofit board member or board chair
- Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit
- A commitment to and understanding of DSPA-HALE BYRNES's beneficiaries and mission preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, and a passion for improving the lives of DSPA-HALE BYRNES's beneficiaries
- Service on DSPA-HALE BYRNES's board of directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties.