Uplift Community Alliance®

BYLAWS CHAIR
JOB DESCRIPTION
Board Member

Position Summary

The Bylaws Chair provides leadership for maintaining the integrity, clarity, and effectiveness of the governing documents of the organization. The Chair oversees the review and development of the organization's Bylaws and related governance documents to ensure they remain current, legally compliant, and aligned with the organization's mission and operational structure and operations.

General Board Responsibilities - Governance

- Uphold the organization's mission and values.
- Serve in a fiduciary capacity and act in the best interests of the organization.
- Financial Oversight: monitor financial health, and safeguard assets.
- Policy and Planning: Approve organizational policies, strategic plans, and major initiatives.
- Board Participation: Attend meetings, vote, serve on committees, and represent the organization in the community.

Specific Responsibilities

1. Chair the Bylaws Committee and provide leadership to establish the annual goals to fulfill committee responsibilities.
2. Recruit committee members and assign responsibilities (including a secretary, archivist and others as needed).
3. Advise the Board on governance matters, including interpretation of the Bylaws, governance procedures, and best practices.
4. Ensure the governing documents of the organization including the Bylaws, governing policies, Standing Rules and job descriptions are posted on the website (Members Only).
5. Conduct periodic review of the governing documents and job descriptions and recommend revisions to ensure:
    - compliance with applicable laws and regulations, including the Utah Nonprofit Corporation Act
    - consistency with current organizational practices
    - clarity and usability for members and Board leadership.
6. Prepare amendments or revisions to the Bylaws and other governing documents as directed by the Board or membership.
7. Ensure proper notice and documentation of proposed bylaw amendments and revisions.
8. Maintain and archive (Master Data File) official revision history (redline) of the Bylaws.
9. Advise the Board when proposed governance changes affect committee structure, membership, or Board operations.
10. Maintain a committee file or electronic records file containing reference materials, past revisions, and supporting governance documents.

Standard Board Member Responsibilities

1. Submit a proposed budget for the succeeding year.
2. Ensure the committee and all subcommittee procedure book(s) and/or electronic records are updated and added to the MDF.
3. Submit recommended job description revisions to the Bylaws Chair.
4. Submit a year-end Final Report to the President.

Competencies

- Familiarity with nonprofit governance principles.
- Working knowledge of the organization's governing documents.
- Ability to analyze policies and organizational structure.
- Strong writing and editing skills.
- Ability to facilitate thoughtful and collaborative committee discussions.
- Proficiency with Microsoft applications.
- Competence in digital communication (email, text, online collaboration tools).
- Successful background check.

Governing Documents

Articles of Incorporation
Bylaws
Policies
Standing Rules
State and Federal Nonprofit Requirements