

**Job Description**

<b>Job Title</b>	Committee Chair of the Board of Directors	<b>Job No.</b> N/A
<b>Division</b>	Board of Directors	<b>Effective Date</b> March 17, 2020
<b>Department</b>	N/A	<b>Current Revision</b> May 25, 2021
<b>Unit</b>	N/A	<b>Approvals</b> Board Executive Committee – April 28, 2026 Board – May 5, 2026

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**Job Reporting Relationships**

<b>Supervised by:</b>	Chairman of the Board of Directors
<b>Supervises:</b>	N/A

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**Basic Qualifications**

**Education/Training:** Current member of the Board of Directors of the Corporation and the Bank; knowledge of the key issues facing the banking/financial services industry and of the Corporation’s and Bank’s safety, soundness and governance matters.

**Skill(s):** A demonstrated proficiency in business planning and executive management; exceptional interpersonal relations, communications and leadership skills; visual and auditory skills; valid driver’s license. Must be supportive of the Corporation’s and Bank’s commitment to remain independent. An understanding of the role of the Committee Chair, the committee’s charter, and the committee’s responsibilities under applicable law, regulations and rules. An understanding of the subject matter area of the committee for which he/she is Committee Chair. A commitment to continuing education in the subject matter of the committee and the committee’s role, function and responsibilities.

**Experience:** A minimum of two (2) years’ related experience normally required.

**General Responsibilities**

Chairs the assigned Board of Directors committee meetings; responsible for the committee’s agendas, operations, communications and performance consistent with the committee’s charter, legal and regulatory requirements, and safe and sound business practices; communicating and participating with the Board, Board committee members, and management personnel on all matters relating to the activities of the committee; and, ensuring the implementation of directives of the Board for the committee.

### **Essential Duties**

1. Provides leadership to the assigned committee of the Board of Directors.
2. Chairs meetings of the assigned committee.
3. In conjunction with the Corporation's Chairman of the Board, President & CEO, and Secretary, develops the agenda for the committee meetings.
4. Reviews the committee charter at least annually for changes in responsibilities, roles and functions under law and regulations.
5. Establishes a list of responsibilities to implement the committee charter and oversees the implementation thereof.
6. Is responsible for the timely and accurate preparation of minutes and any reports of the committee to the Board of Directors in written form.
7. Presents appropriate committee reports to the Board of Directors.
8. Identifies issues for committee consideration within and consistent with the authority of the committee charter.
9. Interfaces with the Chairman of the Board as necessary through direct communication.
10. Establishes committee education needs and implements educational efforts.
11. Avoids any and all potential or perceived conflicts of interest and unfair financial practices.
12. Understands one's fiduciary duty under law as a Committee Chair of the Board of Directors.
13. Performs other responsibilities assigned by the Board.

### **Ancillary Duties**

1. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.

### **Job Location**

ACNB Corporation Operations Center, 100 V-Twin Drive, Gettysburg, PA 17325  
Various Bank and outside locations

### **Equipment/Machines**

1. iPad