

Policy Type: Governance Process

Policy Name: Board Chair Job Description

Position: **Board Chairperson**

Time Commitment: Ten hours month (meetings, consultation, special events)

Term:

Accountability

The chairperson serves and is accountable to the board of directors of the Association for his/her performance

Authority

The chairperson has no formal authority to direct the board or the affairs of the Association, unless otherwise authorized.

The chair may not, on behalf of the Association, enter into contracts without the knowledge and approval of the board and/or the Executive Committee of the board, and the Executive Director

Responsibility

The chair is, first and foremost, responsible for the effective functioning of the board in its role of governing the Association. All other duties are secondary.

Primary Duties:

In addition to the duties of every board member, the chair is responsible for:

- Overseeing the preparation of the board's meeting agenda with input from the Executive Director.
- Chairing all meetings of the Board of Directors
- Reviewing meeting minutes
- Enforcing rules of conduct as they apply to the board and its individual members
- Disciplining members of the board

- Ensuring there is a process to evaluate the effectiveness of the Board
- Ensuring that there is process to evaluate the performance of the Executive Director
- Serving as spokesperson, together with the Executive Director, for the Association
- Ensuring full and timely communication with members of the board
- Ensuring the effectiveness of Board Committees
- Preparing for and chairing the Annual General Meeting (AGM)
- The preparation of an annual report from the Board for presentation at the AGM
- Co-signing contracts on behalf of the Association

Secondary duties

The chair may, with greater regularity than other members of the board:

- Prepare recommendations for board consideration
- Prepare recommendations to the members for changes to by-laws
- Be available to the executive director for consultation purposes
- Represent the Association at community meetings and events

Other duties

Recognizing that the chair's role is a voluntary one, the board may authorize the chair to take on additional duties only if they do not interfere with any of the above.

Ex-Officio Status

To ensure effective communication, the chair will be an ex-officio member of all board committees and may attend their meetings when needed.

Qualifications

The chair must have:

- Knowledge of meeting procedures including rules of order
- Knowledge of the by-laws of the Association
- Sufficient time to devote to his/her primary duties

Evaluation

The effectiveness of the chair shall be evaluated as part of the evaluation of the Board itself.

Removal of Chair

Unless otherwise indicated in the By-Laws, the chair may be removed by a special resolution of the Board for which advance notification has been given to all Directors, duly moved and seconded, and passed by a majority of directors present at a regular or special meeting of the Board.

Date Approved