|  |  |
| --- | --- |
| **Position Description for a Board Committee Chair** | |
| **Approved By:** | Board of Directors |
| **Responsible Office(s):** | Board Office |
| **Responsible Officer(s):** | Dean-CEO, Governance Committee |
| **Effective date:** November 29, 2013 | **Supersedes:** New |
| **Revised:** n/a |  |



Role Statement

A committee chair, working collaboratively with the Chair to support the Board in fulfilling its fiduciary responsibilities and with assigned staff support, provides leadership to the committee. He or she ensures that the terms of reference of the committee are followed. He or she effectively manages issues to promote effective dialogue. He or she respects that the committee has no direct management role with staff.

Responsibilities

Agendas

* Establish agendas in collaboration with staff support and preside over meetings of the committee.

Work Plan

* With the assistance of staff support, develop a work plan for the committee.

Leadership

* Effectively lead each committee meeting in a manner that encourages thoughtful participation and promotes understanding of complex issues;
* Ensure a fair discussion, especially when differences and conflicting opinions arise.

Expertise

* Serve as a leader on the matters addressed in the committee’s terms of reference.

Advise Board Chair and Secretary

* Advise the Chair on the key issues addressed by the committee.

Reports

* After each committee meeting, with the assistance of staff support, prepare a decision support summary for submission to the Board.

Mentorship

* Serve as a mentor to committee members and develop a succession plan for the committee chair.

Skills, Attributes and Experience

A committee chair will demonstrate the following personal qualities, skills and experience:

* all of the personal attributes required of a Director;
* interest and experience related to the work of the committee;
* ability to chair a meeting such that decisions are made in a manner that is respectful; and
* willingness and ability to commit time to the responsibilities of the committee chair.

Term

Committee chairs shall be elected annually by the Board on the recommendation of the Governance Committee for a maximum of three one-year terms. In exceptional circumstances and with Board approval, the term may be extended.