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| **Position Description for Dean-CEO** | |
| **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

The Dean as CEO of the Corporation shall perform such duties as may be set out in a position description approved and/or amended by the Board and the Voting Members. Without limiting the generality of the foregoing, the Dean-CEO shall:

* + - * + be responsible to the Board for the general administration, organization and management of the Corporation in accordance with policies established by the Board and subject to direction of the Board, ensure compliance with the *Corporations Act* and the regulations thereunder and with the by-laws of the Corporation;

Responsibilities

Board Meetings

* Establish agendas in collaboration that are aligned with the annual Board goals, work plan and current issues and preside over meetings of the Board;
* Facilitate and advance the business of the Board, ensuring that meetings are effective and efficient for the performance of governance work;
* Utilize a practice of referencing Board policies in guiding discussions in order to support the decision-making processes of the Board;
* Ensure that a schedule of Board meetings is prepared annually and is reflective of current Board issues and/or interests.

Direction

* Serve as the Board’s central point of official communication with Lakehead and Laurentian University Presidents, the Board and the Executive Group with respect to both Board policy direction and decisions and matters of interest/ concern to individual Directors;
* Guide and counsel regarding the Board’s expectations and concerns;
* In collaboration with the Chair and Vice Chair of the Board develop the standards and format for reporting by Board committees and the management team which will ensure that the Board has appropriate information to make informed decisions.
* sign all documents requiring the Dean’s signature, unless as otherwise provided for; and
* manage the Corporation’s physical, financial and human resources, ensuring that they are utilized as effectively as possible to meet both short-term and long-term objectives of the Corporation;

Work Plan

* With the assistance of the Governance Committee, ensure that a work plan is developed and implemented for the Board that includes annual goals for the Board and embraces continuous improvement.
  + - * + ensure that an annual operating plan is presented to the Board for approval, that resource use accountability mechanisms are in place to monitor performance and adjust operations to meet plan objectives;
        + establish an organizational structure to ensure accountability of all, divisions, services, programs and staff for fulfilling the vision, mission, core values and strategic plan of the Corporation and School;
        + develop, recommend and foster the values, culture and philosophy of the Corporation and School;
        + provide leadership in support of the Board’s responsibility to periodically evaluate the vision, mission, core values and strategic plan of the Corporation and School;
        + ensure appropriate systems and structures are in place for effective management and control of the Corporation and its resources, including the employment, development, control, direction and discharge of all Academic Staff and other employees of the Corporation;

Representation

* + - * + Ensure that the Board is appropriately represented at the Corporation’s functions, otherofficial functions and to the public at-large;
        + Serve as the School’s official spokesperson with the media, except for matters associated with the Board of Directors, for which the Chair will serve as the official spokesperson, unless otherwise delegated;
        + Serving as the School’s representative, the Dean-CEO will cultivate a collegial working relationship with the internal and external stakeholders.
        + Recommend and maintain affiliations with key corporations, government agencies, public hospitals, healthcare organizations and communicate with them to promote co-ordination and planning for medical education and regularly assess each of them to ensure they continue to meet their intended objectives;

Reporting

* Report regularly and promptly to the Board regarding issues that are relevant to its governance responsibilities;
* Report to the annual meeting of the members of the Corporation concerning the operations of the Corporation.

Board Conduct

* Set a high standard for Board conduct and enforce policies and by-laws regarding Director conduct.

Succession Planning

* Ensure succession planning occurs for the Dean-CEO.

Other Duties

Performs such other duties as the Board determines from time to time.