

Regional Service Commission 11

Policy Gov – 02

Board Chair Responsibilities

Accountability

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

Authority

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

Responsibility

The chair is, first and foremost, responsible for the effective functioning of the board in its role of governing the Commission. 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;
- Appointing standing committee members, Chairs and Vice Chairs in consultation with the Vice Chair of the Board;
- Enforcing rules of conduct as they apply to the board and its individual members;
- Disciplining members of the board;
- Serving as spokesperson, together with the executive director, for the Commission;
- Ensuring full and timely communication with members of the board;
- Preparing for and chairing the annual general meeting (AGM);
- Any other duties delegated to him/her by either the Board or the By-Laws.

Secondary duties

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

- Be available to the executive director for consultation purposes
- Represent the Commission at community meetings and events

Date Approved: September 2, 2014

Chair: _____

Executive Director: _____