

Terms of Reference for Committee Chairs

Policy Type: Governance Process

Policy Number: # 111

Date Approved:

Date Amended:

In this position, the Committee Chair:

- a. sets the agenda;
- b. ensures coordination of the agenda, information packages and related events for committee meetings;
- c. sets the tone for the committee's work;
- d. chairs committee meetings in an efficient, effective and focused manner;
- e. ensures the committee members have the information they need to make decisions regarding recommendations for board consideration;
- f. ensures the committee fulfils its monitoring responsibilities;
- g. reports to the full Board on the committee's decision/recommendations; and
- h. assigns work to committee members.