Terms of Reference for the Board Chair

Policy Type: Governance Process
Policy Number: #107

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The Chair presides over Board meetings and:

a. ensures orderly discussion and adequate opportunity for all opinions to be heard;

b. ensures that the Board refrains from administering the organization;

c. that, by way of the appropriate channels, members are provided with information they request;

d. ensures good attendance by all Board members;

e. serves as an official spokesperson for the Board;

f. is responsible for; clearly defining Board expectations to the CEO, defending the CEO from external attack, alerting the CEO to Board concerns and to serve as a sounding board for the CEO;

g. establishes an orientation process for new Board members, to utilize their expertise and to make them feel part of the team;

h. addresses inappropriate Board member(s) behaviour;

i. leads Board committees in planning by ensuring the Board develops a vision of the organization’s future, insisting the Board and committee actions either reflect the plan or require the plan or committee function, to be revised;

j. establishes procedures for evaluating performance of the Board, Committees and that of the CEO;

k. appoints the Chairs of all committees and task forces;

l. chairs the Steering Committee;

m. shall call, co-ordinate Board and other meetings and prepare the appropriate agendas; and

n. shall co-ordinate, monitor and review the work and functions of all Committees.