

Standing Committee Chair Role Description

The chair is responsible for the leadership of the committee and ensuring that the business of the committee is carried out efficiently, effectively, and in an appropriate manner.

The following skills are required:

- Strong leadership skills (communication, ability to motivate, positivity, integrity, responsibility, etc.),
- Strong organizational skills,
- A sense of diplomacy and democracy,
- Excellent facilitation skills, including the ability to:
 - encourage active participation by all committee members,
 - summarize the discussions, and
 - ensure all items are brought to a suitable resolution.

Duties include:

- Working with staff to schedule dates and locations of committee meetings,
- Facilitating committee meetings,
- Allowing the additional time required to plan and prepare for meetings,
- Reviewing meeting agendas and material in advance of the meeting,
- Ensuring minutes are complete and accurate and reviewed at the next meeting,
- Attending an orientation for new committee chairs with the chair of the Board and staff (and attending annual refreshers as needed),
- Ensuring the committee is aware of its responsibilities under the Code of Conduct/ Conflict of Interest Policy and the Respectful Workplace Policy (annual overview with the committee),
- Becoming familiar with the potential conflicts of interest by reviewing conflict of interest declarations submitted by the committee members at the beginning of the year,
- Liaising or conferring with the Board Chair as required for advice or guidance on governance matters or in response to a request from the Board Chair,
- As needed, providing Committee members with feedback and coaching regarding their participation and performance on the Committee; and
- Only voting in the event of a tie.

Note:

Audit Committee Chair must be a member of the Board

As you'll see here, we've made reference to some things that we've implemented just this year:

- **Attending an orientation for new committee chairs:** We provided this orientation for the first time in October and plan to offer it every year in September going forward. It was well received, and we believe it will be very helpful for current and future committee chairs.
- **Ensuring the committee is aware of its responsibilities under the Code of Conduct/ Conflict of Interest Policy (annual overview of the policy):** This is the overview we'll provide for you at this Governance Committee meeting, and we've provided it for the other standing committees as well. We'll do that annually going

forward, and we will look to the committee chairs to ensure some time is set aside annually for this education.

- **Becoming familiar with the potential conflicts of interest by reviewing conflict of interest declarations submitted by the committee members at the beginning of the year:** Again, we're doing that for the first time this year. Committee chairs will receive copies of the signed declarations once they have been collected by staff.

Approved by the Governance Committee: December 9, 2020
Approved by the Board of Directors: January 29, 2021