



Position Description for the Chair of a Committee

Role of the Chair of a Committee

1. The Committee Chair, working collaboratively with assigned staff support, provides leadership to the committee.

Responsibilities

2. The Committee Chair:
 - Ensures that the terms of reference of the committee are followed;
 - Respects that the committee has no direct management role with organization's staff;
 - Appoints members to the committee;
 - Establishes agendas aligned with the work plan of the Board in collaboration with staff support;
 - Develops a work plan for the committee;
 - Presides over meetings of the committee;
 - Ensures a fair discussion, especially when differences and conflicting opinions arise;
 - Enforces good attendance of membership;
 - Prepares a report for submission to the Board after each committee meeting, with the assistance of staff support.

Skills and Qualifications

3. The Committee Chair demonstrates expertise or a willingness to obtain expertise in the subject matter of the committee. The Committee Chair shall be a director of the Board.

Term

4. The Committee Chair will serve a term of two years.