**Chair Role and Responsibilities**

The Board of Directors, immediately following each Annual General Meeting, will approve the appointment of the Chairperson.

**General Responsibilities**

The Chair guides the Board of Directors in meeting its roles and responsibilities and supports the Directors in decision making and planning.

The Chair’s duties include, but are not limited to:

* Setting meeting agendas and presiding over board meetings to ensure business is conducted effectively and efficiently;
* Helping to set and monitor policies and practices;
* Overseeing Board’s performance and accountability;
* Ensuring compliance with laws and by-laws;
* Ensuring ongoing financial planning and reporting;
* Leading discussions in strategic planning, and organizational and governance priorities and concerns;
* Acting as an ambassador for the Society.

The Chair works collaboratively with the Executive Director to successfully bridge governance and operational functions of the Society.

**Accountability**

The Chair is accountable to the Board of Directors. The Chair may delegate specific duties to the Executive Director, to Board members and/or to committees as appropriate; accountability remains with the Chair.

**DUTIES**

**Meetings**

In consultation with the Executive Director, the Chair ensures that an agenda and board calendar is planned and circulated for all board meetings.

The Chair presides over meetings of the Board of Directors in order to:

* Encourage all members to participate in discussions;
* Ensure all topics are properly and fully considered;
* Arrive at decisions in an orderly, timely and democratic manner.
* Ensure meetings are conducted in a respectful, consensus building-manner in accordance to, and in the intended spirit of, all Board policies, roles and responsibilities.

**Board Committees**

The Chair serves as an ex-officio member of all board committees in order to:

* Serve as a voting member of the committee;
* Ensure appropriate information is available for consideration;
* Identify problems and assist the committee chairperson to resolve them.

**Board-Staff Relations**

The Chair is the primary liaison between the Board and the Executive Director in order to

* Support the Executive Director in his/her work and to act as a liaison to the Board of Directors;
* Meet periodically with the Executive Director;
* Ensure that performance evaluations of the Executive Director are conducted when determined by the board or as contractually required;
* Lead evaluations of the Board of Directors;
* As required, participate in the hiring of the Executive Director.

**Community Relations**

The Chair and the Executive Director act as spokespeople for the organization. Official communications by the Chair are typically at the behest of the Board of Directors and in agreement with the Executive Director.

**Signing Authority**

The Chair will act as signing officer for cheques and other documents with the Executive Director or other designated Directors.

**Board Development**

The Chair, with the support of the Directors and Executive Director, ensures structures and procedures are in place for effective recruitment, training, and evaluation of Board members.

**Fund Raising**

The Chair leads the Board of Directors in internal fundraising initiatives that are approved by the Board in consultation with the Executive Director. The Executive Director oversees public or external fundraising initiatives, which are supported by the Board of Directors.

**Delegation**

The Chair may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or directors.

The above information supplements the Society’s By-Laws and Societies Act. In the case of conflicts, the By-Laws and/or Societies Act will take precedence.

Motion to approve the Chair Roles and Responsibilities: