



NUMBER **GP 50**

TITLE **CHAIRPERSON'S JOB DESCRIPTION**

APPROVAL DATE January 24, 2017

NEXT REVIEW November 15, 2019

## **BOARD OF GOVERNORS POLICY**

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### **GENERAL ACCOUNTABILITY**

The Chair is an appointed member of the Board of Governors, and is elected by the Board of Governors annually at its Annual General Meeting or as required. The Board is responsible for providing direction and oversight and ensuring that all significant issues affecting the College are given careful consideration. Governors are accountable to the citizens of our College Community and have an obligation to act in the best interests of the College as a whole at all times.

The Chair must be an appointed member of the Board. The Chair is primarily responsible for the integrity of the Board's process and secondarily for the representation of the Board to external parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

The Chair ensures that the Board behaves consistent with its own rules and those imposed upon it by legislation. In this regard, meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board to decide, not the President and deliberation will be fair, open and thorough, but also efficient, timely, orderly and kept to the point.

In addition, the Chair provides leadership to the Board in such matters as:

- providing leadership in the establishment of the Board's agenda in conjunction with the agenda setting committee;
- running meetings effectively;
- controlling discussion appropriately;
- managing dissent;
- working towards consensus;
- communicating persuasively with colleagues, management, the public and Government; and
- establishing a culture of active and constructive board engagement.

The authority of the Chair falls within those topics covered by Board policies on governance process and board-staff relationships, except where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.

The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position. For certainty, the Chair has no authority to make decisions about policies created by the Board. The Chair has no authority to supervise or direct the President unless specifically directed by the Board in exceptional circumstances.

### **SPECIFIC RESPONSIBILITIES**

1. Guide and mediate Board actions with respect to institutional priorities and governance issues and encourage the Board's role in strategic planning for the Institution.
2. Appoint members to committees of the Board and serve as an ex officio member of all board committees.
3. Provide leadership and direction to the Board.
4. Ensure that no conflict of interest exists, actual or perceived, either of the Chair or any other member of the Board.

5. Discuss issues confronting the College with the President and Management and review with the President and Management any issues of concern to the Board.
6. Represent Selkirk College at community and College functions. Enhance relationships with internal and external community groups and other stakeholders and, if an when applicable, represent the Institution to the media in conjunction with the President.
7. Adhere to and enforce the general responsibilities as outlined in the Board Member position description as established by the Board and as prescribed by the College and Institute Act.
8. Ensure the Vice-Chair is informed of current and pending Board issues and processes.
9. Act as signing authority on all Board correspondence.
10. Ensure that a process for regular board, chair, committee and director evaluations exists in conjunction with the Development Committee.