



## **Role description for a Committee Chair**

### **Appointment**

The Committee Chair shall normally be elected at the last Corporation meeting of the relevant calendar year and the appointment shall be made for a period of four years. He/she shall be elected by the membership of each Committee (save for the Chair of Audit, who will be appointed by the Board) in accordance with all statutory procedures, including the Instrument and Articles of Government and the Standing Orders.

### **Accountability**

The Committee Chair is accountable to the Corporation Board.

### **Role Summary**

1. Ensure meetings are called and held in accordance with the college's terms of reference for committees.
2. In consultation with the CEO, Clerk & Governance Advisor and/or other board or committee members, establish and confirm an agenda for each meeting.
3. Chair the committee meetings
4. Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities
5. Ensure there is sufficient time during the meeting to fully discuss agenda items
6. Ensure that discussion on agenda items is relevant, productive and professional
7. Ensure minutes are complete and accurate, retained, and actions are followed up at the next meeting
8. Ensure a clear flow of two-way information between the committee and the Board

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