

Category: Board
Policy Number: 104
Title: Duties of Chairperson

Guidelines and Procedures:

1. Provides leadership to the Board.
2. Sets the tone and climate for Board activity.
3. Ensures the Board meets requirements of Trusteeship.
4. Pursues knowledge of Board and Chairperson's responsibilities, appropriate legislation, bylaws, policies and rules.
5. Ensures that Board plans are followed, adhering to legislation, bylaws, and policy.
6. Ensures that all approved minutes are signed and proper records are kept.
7. Chairs Board meetings according to the procedure outlined:
 - ensuring that the meeting is required and necessary information is collected beforehand
 - ensuring that an agenda is prepared, with input from the Board and staff, and that it is distributed in a timely manner
 - starting the meeting at the scheduled time
 - outlining meeting's objectives
 - making additions or deletions to agenda as required
 - following the approved agenda and the adopted rules of order
 - encouraging input from all
 - setting issues out clearly, summarizing discussion, and guiding the problem-solving process
 - limiting discussion to ensure business is completed within the allotted time
 - ensuring that everyone is aware of tasks to be completed by the next meeting
8. The Chairperson has signing authority on board bank accounts.

Reviewed April 28, 2018

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