


Policy Name:	BOARD CHAIRPERSON'S ROLE	
Approved By:	President's Council & Board of Governors	
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Policy Holder:	Board of Governors	
Operational Lead:	President and CEO	
Policy Number:	BRD-GP-005	

BOARD CHAIRPERSON'S ROLE

1.00 PURPOSE

- 1.1 The purpose of this policy is to delineate the role of the Coast Mountain College (CMTN) Board of Governors Chairperson.

2.00 DEFINITIONS

- 2.1 None

3.00 POLICY STATEMENTS

- 3.1 The role of the Chairperson is primarily to ensure the integrity of the Board's Governance Process and the establishment and monitoring of CMTN's organizational performance with significant influence on the organization's viability and success.
- 3.2 The Chair, along with the Executive committee, is designated to work with the President & CEO.
- 3.3 The Chair and the President & CEO will ensure that regular ongoing communication occurs between the two parties.
- 3.4 The Chair is responsible primarily with the integrity of the Board's Governance Process and, secondly, for the representation of the Board of Governors to outside parties.
- 3.5 The Chair is the only Board member authorized to speak for the Board.
 - a. The Board Chair is elected by the Board of Governors based on the [BC College and Institute Act](#).
 - b. The Board Chair is to be prepared for meetings of the Board of Governors proactively through briefings in the Executive Committee meetings, and from the President & CEO and Board Secretary on issues which according to Board policy, clearly belong to the Board.
- 3.6 The Board Chair will ensure that the Board behaves in a manner consistent with its own rules and those legitimately imposed upon it from outside the organization. The Board Chair is to:
 - a. act as the presiding Chair at Board meetings

- b. act as the official spokesperson for the Board
- c. serve as a signing officer for the Board
- d. manage the affairs of the Board of Governors (the "Board") including ensuring that the Board is organized properly
- e. ensure that the Board functions effectively and meets its obligations and responsibilities according to Board Policy and legal/statutory requirements
- f. ensure that meeting discussion content will only be those issues which, according to Board Policy, clearly belong to the Board
- g. ensure Board members debate respectfully, operating under Robert's Rules of Order.

3.7 Duties of the Chair:

- a. Except as they may delegate otherwise, represent the Board at all official functions sponsored by the Board or at all functions at which the Board is to be formally represented.
- b. Works with the President & CEO to ensure effective relations with the Government and stakeholders according to Board Policy and legal/statutory requirements.
 - i. The role of the Vice Chairperson is to primarily ensure the integrity of the Board's Governance Process and the establishment and monitoring of CMTN's organizational performance with significant influence on the organization's viability and success.
- c. The Board Chair is an ex-officio member of Board Committees where they are not appointed as a full member.
- d. Review Board Member conflicts of interest as they arise.
- e. Subject to Board approval and together with the President & CEO, execute on behalf of the Board all contracts and instruments which commit the Board and College to its responsibilities, obligations, duties, and liabilities.
- f. Ensure that the Board Performance Improvement process is implemented each year according to the Board Policy.
- g. Assist the Board, in collaboration with the President & CEO and Executive Committee, in developing Board Member criteria and potential candidates to be recommended to the Government for appointment.
- h. Along with the Executive Committee and in collaboration with the President & CEO, review and assess Board Member attendance.

4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

4.1 [BC College and Institute Act](#)

5.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Dec.7, 2012		President's Council and Board of Governors