

POSITION DESCRIPTION – COMMITTEE CHAIR

The responsibilities of each Committee Chair include:

1. Maintaining primary responsibility for the actions of their respective committee;
2. Leading the committee in undertaking the duties and responsibilities delegated by the Board as described in the committee mandate;
3. Ensuring that members receive all the information they require in a timely fashion;
4. Ensuring the committee has adequate access to all members of management necessary for it to undertake its responsibilities;
5. Setting an annual plan and agenda for committee meetings;
6. Chairing committee meetings;
7. Leading the committee in an annual review of its performance; and
8. Ensuring the committee is composed of members with the skill, experience and/or necessary training relative to the committee's responsibilities.