

Leamington Mennonite Home

POLICIES AND PROCEDURES

CATEGORY: Board of Directors	SUBJECT: Duties and Responsibilities of the Chair	SECTION: D
DATE: January 2023	Administrator: _____ <i>J. Hart</i>	POLICY: 2
REVISION DATES:	Board Chair: _____ <i>H. Enns</i>	

DUTIES AND RESPONSIBILITIES OF THE CHAIR

POLICY:

- 1) At the first meeting of the Board after the Annual Meeting, the Board shall elect or appoint from their numbers a Chair, Vice Chair, and Secretary. If for some reason, this election is not possible at this time, the incumbents shall hold office until their successors are elected.
- 2) The Chair is elected by and has his/her authority determined by the Board. The role of the Board Chair is therefore secondary to the role of the Board.
- 3) The Chair is first among equals and guides the Board's processes consistent with the following functions and is empowered to make certain decisions between Board meetings.

PROCEDURE:

The Chair:

- 1) Shall, if present, preside at all meetings of the Corporation and of the Board and shall be charged with the general supervision of the business and affairs of the Corporation.
- 2) Together with the Administrator establishes the agenda for Board meetings.
- 3) Will ensure that the Board conducts its affairs in a consistent manner in accordance with its own rules and those legitimately imposed upon it from outside of the organization. This includes but is not limited to ensuring that:
 - a. Meeting discussion content will only be around those issues which clearly belong to the Board and not to the Administrator.
 - b. Deliberation will be timely, fair, orderly, and thorough, but also efficient and kept to the point. The Chair will ensure all members have an opportunity to have their views heard and ensure that Directors have adequate information to make decisions on the items on the agenda.
- 4) Presents and votes on motions. In the case of an equality of votes, the Chair shall not have a second vote and the motion is defeated.
- 5) Chairs the Executive Committee of the Board.

- 6) Has the option to attend any Board committee meeting and will have a voice and a vote.
- 7) Acts as signing officer of the Corporation.
- 8) Is the only person authorized to speak for the Board (beyond simply reporting Board decisions), other than in specifically authorized instances approved by the Board.
- 9) Presides at official ceremonies.
- 10) Is empowered to make decisions between Board meetings that are consistent with the official decisions that the Board has already made and has the right to use any reasonable interpretation of the Board's recorded decisions.
- 11) Is the primary link between the Administrator and the Directors. This function is carried out with the understanding that the Administrator is hired by the full Board and as such, formally reports to the full Board.
- 12) Ensures that new Directors are oriented to the work of the Board, that they know their responsibilities, and are given any training they need to carry out their duties.
- 13) Initiates a full review of the strategic plan every 3-5 years. As part of the strategic planning process, the Board, together with the Administrator, will review this plan annually.
- 14) Ensures that an annual performance evaluation of the Administrator is conducted once a year, (with a more comprehensive review occurring every five years).
- 15) Ensures that an annual report on the activities of the Board is prepared for the Annual Meeting.
- 16) Signs by-laws together with one other Executive committee member.
- 17) Relates to other like Boards on behalf of the organization.
- 18) Ensures that the organization meets its corporate responsibilities.
- 19) Prepares and directs correspondence on behalf of the Board and ensures that Board correspondence is handled correctly.