

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: July 1, 2010
Topic: 2. Governance	Replaces: May 27, 2004
Subject: 2.03.B Roles of Board Members	
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POLICY
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## Roles of Board Members

### Board Chair

The Board Chair fulfills the following roles:

Chairs Board meetings ensuring an adequate and focused discussion while maintaining time constraints

Represents the Board to outside parties at the political level

Acts as the single official spokesperson for the Board other than in specifically authorized circumstances

Encourages the Board to operate as a team

Ensures Board actions are consistent with existing policies

Ensures legislated responsibilities are assumed

Signs Board contracts as per signoff policy

Encourages Board Members to take on future leadership roles

Works in partnership with the CAO and Committee Chairs

Serves in an ex-officio capacity on all committees

Calls exceptional Board meetings as required

Manages the performance evaluation of the CAO in conjunction with the other members of the Human Resources Committee

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### **Vice Chair**

The Board Vice-Chair fulfills the following roles:

Chairs Board meetings in the absence of the Chair

May assume other Board Chair duties during a prolonged the absence of the Chair

### **Committee Chairs**

The Board Committee Chairs fulfill the following roles:

Ensures the effective operation of the committee according to the committee's terms of reference

Orients new members to the work of the committee and the applicable policies it works with

Understand the role of staff and invites input from them

Plans and evaluates the work of the committee with the help of staff and Committee members

Reports the Committee's progress to the Board