



Council Chair Charter (3.2)

Policy:	Council Chair Charter	Effective Date: Feb, 2022	
Last Review Date:	June, 2024	Next Review Date: June, 2027	
Review Frequency:	Every 3 years (June) Gov & HR Committee	Related Supporting Documents:	Bylaws Council Charter Chair Competencies and Attributes Chair Selection Process

Principles

The authority of the Council Chair rests in the powers outlined in CRNS' Bylaw 1 -Section 1(3). One of the appointed members shall be selected by members of the council as council chair in accordance with council policy. In addition to their duties as Council Chair and other meetings, the Chair has duties related to external representation.

Powers and Duties:

1. The Chair is expected to fulfill the duties and responsibilities of a Council member, and to:
 - a) Preside over all meetings of Council and the Annual Meeting and any special meetings, in an efficient and effective manner;
 - b) Ensure orderly deliberation and decision-making;
 - c) Determine, review and ensure the completeness of membership meeting and Council agendas, minutes and pre-read information in conjunction with the Executive Director ensuring that management provides the Council with sufficient and appropriate information so that the Council can fulfill its responsibilities;
 - d) Guide the Council in carrying out its responsibilities;
 - e) Build Council unity, solidarity and trust; demonstrate integrity and ethical leadership;
 - f) Coach Council members, collectively and individually, to ensure full utilization of individual capabilities and optimum performance of the Council;
 - g) Initiate the proper process and procedure to ensure the Council successfully fulfills its purpose and responsibilities;
 - h) Be committed to providing leadership to Council;
 - i) Be entitled to notice of and to attend all Council committees meetings (the presence of the Chair will not be counted towards quorum);

- j) Ensure that the Council members are properly informed on matters of substance;
 - k) Maintain open lines of communication with Council members between meetings;
 - l) Establish and promote harmonious and effective working relationships within the organization and with stakeholders that might be involved with the organization;
 - m) Satisfy, from time to time, such other duties and responsibilities as may be assigned by the Council.
2. The Chair will, at times, represent Council to outside parties as outlined in CRNS' Communication Policy.
3. The Chair will:
- a. Act as the liaison between Council and management and in particular with the Executive Director with respect to Council business;
4. Act as a sounding board and provide counsel for the Executive Director; The Chair will be selected by members of Council following the selection process outlined in the Policy 2.10 - Appendix A .

Review

Every three years by the Governance & Human Resources Committee