

Policy Type: Governance Process

Policy Name: FCBB Board Chair Job Description

Position: **Board Chairperson**

Term: 1 year renewable. Chosen by Directors elected at the Annual General Meeting

Accountability

The Chairperson serves and is accountable to the Board of Directors of the FCBB for his/her performance.

Authority

The Chair may not, on behalf of the FCBB, enter into contracts without the knowledge and approval of the Board and/or the Executive Committee of the board.

Responsibility

The Chair is, first and foremost, responsible for the effective functioning of the Board in its role of governing the FCBB in accordance with the Letters Patent 2001 and Amended Letters Patent 2011. All other duties are secondary.

Primary Duties:

In addition to the duties of every board member, the chair is responsible for (or delegating):

- Helping clarify the role of the Board
- Collaborating with the Executive Committee in preparing of the Board's meeting agendas
- Facilitating regular meetings of the Board of Directors
- Helping create a welcoming and appreciative environment conducive to real governance dialogue
- Enforcing rules of conduct as they apply to the Board and its individual members
- Ensuring that the Board operates in a manner consistent with the FCBB's by-laws
- Serving as a public spokesperson for the FCBB
- Ensuring full and timely communication with members of the Board

- Oversee the work of the Coordinator and be available for consultation

- Preparing for and chairing the Annual General Meeting (AGM)
- Overseeing the preparation of the Board's Annual Report
- Mentoring other directors to assume the chair's role
- Co-signing cheques and contracts on behalf of the FCBB

Secondary duties

The chair may, with greater regularity than other members of the board:

- Prepare recommendations for Board consideration
- Represent the Board at meetings of government, stakeholders and funders
- Represent the Board to the PEI Watershed Alliance

Qualifications

The following are considered key job qualifications:

- Be committed to and interested in the mission of the organization
- Have reasonable knowledge of environmental issues
- Have a firm understanding of the role of the board
- Be knowledgeable of some effective meeting and facilitation practices
- Have sufficient ability to use email and word processing software
- Have sufficient time to devote to his/her primary duties

Evaluation

The effectiveness of the Chair shall be evaluated as part of the evaluation of the Board itself.

Removal from the Chair

A Chairperson may be removed from office for cause in accordance with Article VI, 3 of the Letters Patent 2001.

Date Approved: January 15, 2013