



## POSITION DESCRIPTION

### **BOARD CHAIR**

#### **BOARD AUTHORITY AND RESPONSIBILITIES:**

The CASA Board is a Policy Governing Board responsible for the highest level of decision-making, accountability and legal authority over the affairs of the organization. The Board determines the long-term direction of the organization. Directors owe a fiduciary duty to act in the best interest of the organization; with the utmost good faith and with a commitment to preserve confidentiality in the matters of the organization. Directors on the Board of Directors act in a position of trust on behalf of the community and are responsible for the effective governance of the organization.

#### **DUTIES AND RESPONSIBILITIES OF THE BOARD CHAIR:**

The Chair shall:

- (a) when present, preside at all business meetings of the Board of Directors, the Executive Committee, the Governance Committee and at General Meetings;
- (b) except as specifically provided in these Articles, appoint all Chairs of Committees;
- (c) be an Ex-officio member, without vote, of all Committees and the CASA Foundation Board;
- (d) be responsible for overseeing all the affairs of the Association, and
- (e) perform all other duties usually pertaining to this office.

Including:

- Providing leadership to the Board of Directors and working closely with the CEO to oversee all the affairs of the organization.
- Making sure the Board adheres to its bylaws and constitution.
- Making sure the Board members remain in their governance role.
- Preparing the Board's agenda with input from Board members and the CEO.
- Chairing meetings of the Board of Directors and general meetings.
- Encouraging Board members to participate in meetings and activities.

- Keeping the Board's discussion on topic by summarizing issues.
- Keeping the Board's activities focused on the organization's mission.
- Evaluating the effectiveness of the Board's decision-making process.
- Chairing the Executive Committee and Governance Committee. This includes coordinating the committees' work, preparing its agendas, and acting on behalf of the Board in emergencies outlined in the committees' mandate.
- Ensuring Board members and committee chairpersons receive an orientation to the Board.
- Making sure there is a process to evaluate the effectiveness of Board members, using measurable criteria.
- Recognizing Board members' contributions to the Board's work.
- Playing a leading role in supporting fundraising activities.
- Promoting the organization's purpose in the community and to the media.
- Preparing a report for the Annual General Meeting.
- Orienting the new Chair.
- Performing all other duties usually pertaining to this office.
- Acting as a signing officer on Board approved documents.

**REVIEW:**

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

I, \_\_\_\_\_, have read and understood the position description for the Board Chair of CASA. I agree to fulfill the role as described to the best of my abilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date