



Role of the Chairperson of Mountains & Meadows Care Group

1) Leadership

- a) Board establishes annual goals; the Chair guides the Board in achieving them
- b) Provides strong ethical leadership on all matters
- c) Full utilization of Directors' skills and experiences
- d) Focuses the Board on high level priorities
- e) Measures performance against goals
- f) Is ex-officio, non-voting member of all Board committees
- g) Ensures the Board acts in accordance with the Municipal Housing Corporations Act, the Municipal Government Act, Board Governance policies and by-laws

2) Communications

- a) Ensures the Board has appropriate and timely reports
- b) Communicates with Directors between meetings as necessary
- c) Works with CEO with stakeholder relations
- d) Accessible, approachable and responsive to Director's input
- e) Speaks for the Board in all public facing communications

3) Meeting Management

- a) Sets agendas and schedules in collaboration with CEO
- b) Guides the Board toward consensus on key issues while allowing full and open debate
- c) Ensures proper coordination of presentations before the Board in collaboration with CEO
- d) Presides at meetings of the Board and at the Annual General Meeting

4) Relationship with CEO

- a) Ensures Boards responsibilities for oversight are fulfilled
- b) Provide CEO with feedback, advice and counsel on issues relating to the Board relations with the CEO
- c) Relationship building, inclusion, and facilitating communication
- d) Shares Board concerns with the CEO
- e) Provides a yearly Performance Appraisal of the CEO with input from the Board
- f) Partners with the CEO to achieve organizations goals