

**POLICE & FIRE DEPARTMENT RETIREMENT PLAN****Board Chair Charter****Suggested Edits Approved by Governance November 26, 2018**

- 1)
- 2) This Charter describes the role of the Board Chair. A separate policy entitled *Policy on Election of Board Officers* provides further details about the process for electing the Board Chair and Vice-Chair, terms of office, and related matters.
- 3) The primary role of the Board Chair is to help ensure board meetings are as efficient and productive as possible. The balance of this charter elaborates on the role of the Board Chair.
- 4) The Board Chair shall:
  - a) Preside over meetings of the Board in accordance with applicable laws, policies of the Board, and applicable rules of order.
  - b) Work with the Vice-Chair and CEO to:
    - i) Establish the agenda for each board meeting.
    - ii) Co-ordinate board meetings, schedules, and presentations.
  - c) Call special meetings of the Board, as required.
- 5) The Board Chair shall attempt to ensure committees are as effective as possible by:
  - a) Recommending members and a chair for each standing committee of the Board, provided that the Board Chair shall not recommend himself or herself as chair of any such committee.
  - b) Appointing members and a chair for each ad hoc committee of the Board, provided that the Board Chair shall not appoint himself or herself as chair of any such committee.
  - c) Being available to support committee chairs as necessary.
- 6) The Board Chair shall facilitate effective and open communications by serving as a conduit when necessary between the Board and the CEO.
- 7) The Board Chair shall serve on the Joint Personnel Committee unless the Board determines otherwise.
- 8) The Board Chair or the Board Chair's designee shall serve as the Board's labor negotiator.
- 9) The Board Chair shall also be responsible for:
  - a) Promoting awareness of the Code of Conduct among board members.
  - b) Promoting the general cohesiveness and effective functioning of the Board.

**POLICY REVIEW & HISTORY**

- 10) The Board shall review this charter at least once every three years.
- 11) The Board adopted this charter on May 3, 2012; amended on June 15, 2017; March 1, 2018; [mm, dd, 2018].