

**POLICE & FIRE DEPARTMENT RETIREMENT PLAN**  
**BOARD CHAIR CHARTER**

- 1) Working in partnership with the Board Vice-Chair, the primary role of the Board Chair is to help ensure board meetings and operations are as efficient and productive as possible.
- 2) 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 Director to co-ordinate board meetings, schedules, and presentations.
  - c. Call special meetings of the Board, as required.
- 3) The Board Chair shall work collaboratively as a peer with the Board Vice-Chair to establish the agenda for each Board meeting based upon the operational needs of the Plan and the direction of the Board.
- 4) The Board Chair shall attempt to ensure committees are as effective as possible by:
  - a. Recommending to the Board a chair and list of members for each ad hoc committee of the Board, to be approved by the Board.
  - b. Being available to support committee chairs as necessary.
- 5) The Board Chair shall facilitate effective and open communications by serving as a conduit when necessary between the Board and the Director.
- 6) The Board Chair shall not Chair any committee, or sit on a committee jointly with the Board Vice-Chair.
- 7) The Board Chair shall also be responsible for:
  - a. Working with the Board Vice-Chair to promote awareness of the Code of Conduct among board members.
  - b. Promoting the general cohesiveness and effective functioning of the Board.

**POLICY REVIEW & HISTORY**

- 8) The Board shall review this charter at least once every three years.
- 9) The Board adopted this charter on May 3, 2012. The Board amended this charter on June 6, 2013.
- 10) This charter shall cease to have effect on June 5, 2016.
- 11) Any decision to amend this policy prior to June 5, 2016 shall require a vote of six (6) voting Board members.