DALHOUSIE UNIVERSITY

PRINCIPLES OF ENGAGEMENT FOR BOARD COMMITTEE CHAIRS

The following describes the individual roles and responsibilities of Board Committee Chairs.

ROLE

The principal role of a Board Committee Chair is to provide leadership and stewardship to a Committee of the Board, conducting the Committee's business and implementing its Terms of Reference. The Committee, through the Chair, is accountable to the Board; the Chair serves as the liaison between the Board and the Committee and presents the Committee's work to the Board.

DUTIES AND RESPONSIBILITIES

In addition to the duties and responsibilities of an individual Governor described elsewhere, a Board Committee Chair:

- works with the University Secretariat to establish and refine the annual work plan of the Committee;
- works with the University Secretariat to set the agenda for each Committee meeting;
- conducts the meeting according to the rules of order of the Board and applicable legislation, facilitating thorough but efficient discussion of agenda items as needed, and ensuring that matters in front of the Committee are brought to a timely but informed resolution;
- ensures that Committee members are aware of information, both internal and external to the University, that is relevant to the Committee responsibilities;
- coordinates with the University Secretariat and Committee members to ensure that the Committee effectively discharges its responsibilities;
- where necessary and appropriate, works with other Committee Chairs and the Board Chair on matters of mutual interest to coordinate logistics and ensure that the Committee contributes to a high-functioning Board;
- at Board meetings, presents the Committee's reports and recommends the Committee's decisions, with particular focus on the Committee’s priorities and how those align with the strategic plan of the University.

SKILLS AND KNOWLEDGE

All skills and knowledge required of an individual Governor as outlined in the Principles of Engagement for Members of the Board of Governors, plus:

- ability and knowledge to conduct a constructive meeting;
- skills and experience appropriate to the specific Committee;
- ability at time management and the meeting of deadlines;
- leadership experience in an appropriate venue (at the Board, in business or community leadership, elsewhere as appropriate) for the focus and mandate of the specific Committee;
- familiarity with the University's governance structures and administration, particularly its bicameral division of authority between Senate and Board of Governors;
- excellent communication skills and leadership skills that will facilitate good communication across the University and at all levels of the institution.