

**Terms of Reference: Chair of a Board Committee**

Duties and Responsibilities:

The primary responsibilities and duties of the Chair of a Board Committee encompass the following:

Preside at all meetings

Ensure minutes of the meeting of the Board Committee to be taken.

Following each meeting, file a copy of the Committee minutes with the Board Secretary.

Act as spokesperson for the Committee at Board meetings, providing a report to the Board on activities of the Committee.

Ensure that the Board Committee reviews and accomplishes its annual Calendar of Activities.

Monitor action items from each meeting's notes and monitor their progress in communication with relevant Committee members.

Provide a submission for the Annual Report.

These Terms of Reference are effective: **June 2024**

These Terms of Reference to be reviewed annually and updated accordingly.