



## **A1.6 BOARD CHAIR POSITION DESCRIPTION**

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### **ROLE**

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The principal role of the Board Chair is to provide leadership to the Board. The Board Chair is accountable to the Board, acts as a direct liaison between the Board and the CEO, and represents the Board internally and externally, including acting as a spokesperson for the Board to all stakeholders and the public.

### **RESPONSIBILITIES**

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The Board Chair:

#### **WORKING WITH THE CEO**

- a) in concert with the other Officers, acts as the liaison between the CEO and the Board;
- b) fosters a constructive relationship between the Board and the CEO through regular contact with the CEO;
- c) acts as a sounding board, counselor and confidante for the CEO;
- d) ensures the CEO is aware of concerns of the Board;
- e) seeks to ensure that the CEO presents to the Board all information to allow the Board to effectively discharge its responsibilities;

#### **BOARD OPERATIONS**

- f) recommends an annual schedule of Board meetings;
- g) in concert with the CEO, develops and sets the Board meeting agendas;
- h) presides over Board meetings and the AGM;
- i) reviews pre-meeting information packages for completeness;
- j) conducts Board meetings in an efficient, effective and focused manner;
- k) ensures proper minutes are recorded and presented at subsequent meetings;



## **BOARD EFFECTIVENESS**

- l) at meetings, encourages participation of all Board members;
- m) builds consensus and develops teamwork within the Board;
- n) fosters ethical and responsible decision-making by the Board and its members;
- o) ensures each Board member is contributing to the Board's work;
- p) makes himself or herself available to individual Board members for questions and discussions relating to the Foundation;

## **FOUNDATION RELATIONS**

- q) in consultation with the CEO, oversees the Foundation's interfaces with the public and stakeholders;
- r) maintains relationships with key stakeholders, such as TAH chapters, School Boards and partners.

## **TERM AND ELECTION**

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The Board Chair serves a two-year term. The Board Chair is elected by the Board.

## **KEY SKILLS AND ATTRIBUTES**

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The ideal attributes of the Board Chair are as follows.

**Passion:** The Board Chair must be committed to the Foundation's purpose and vision.

**Time Commitment:** The Board Chair must be able to commit the time required (approximately five hours per week).

**Leadership:** The Board Chair should be a strong leader.

**Board Experience:** The Board Chair should understand contemporary governance standards and expectations in the context of a non-profit organization.

**Communications:** The Board Chair must be able to interact effectively with the full spectrum of the Foundation's stakeholders.



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**Strategic Thinking:** The Board Chair must lead the Board in considering effective and forward-looking strategies consistent with the Foundation's direction.