

[GP09] Duties of the Chair

The President will chair all Board meetings. In the President's absence, the Vice President will act as Chair until they return, or a new President is selected from the Board members.

The Chairperson:

1. Is to ensure the integrity of the Board process,
2. Is to ensure that the Board behaves consistent with its own internal rules, and with those legitimately imposed upon it from outside the organization,
3. Has no authority to make decisions or interpretations about policies created by the Board within ENDS or Executive Limitations policy areas,
 - (1) Therefore, the Chairperson has no authority to supervise or direct the CEO.
4. Is empowered to chair Board meetings with all the commonly accepted power of that position and may invoke *Robert's Rules of Order*,
 - (1) Meeting content will only consist of those issues which clearly belong within Board governance according to Board policy.
 - (2) Deliberation will be fair, open, and thorough. It will also be efficient, timely, orderly, and focused.
5. Must not manipulate or influence the Board's discussion,
 - (1) The Board instructs the Chair as to which direction to proceed.
6. Is to ensure that the agenda is created and distributed at least seven (7) calendar days prior to the meeting,
7. Ensures the accuracy of the minutes and that the minutes are distributed within forty-eight (48) hours after the meeting, and
8. Is responsible for directing the board's communications efforts to the College community.

Approved: 06/12

Reviewed:

Modified: 04/25