

## Committee Chair Charter (3.3)

Charter:	Committee Chair	Effective Date: Feb, 2022	
Last Review Date:		Next Review Date:	June, 2026
Review Frequency:	Every 3 years (June) Gov & HR Committee	Related Supporting Documents:	Council Charter

### Mandate

The Chairs of CRNS's Committees are appointed by Council to provide leadership and management of CRNS's governance committees (Audit and Finance, Legislation and Bylaws, Governance and Human Resources).

The Committee Chair is mandated to carry out the duties assigned by the Council or established by statute to the committee as per the Committee's terms of reference and workplan. The Committee Chair is mandated to run meetings effectively; control discussion appropriately; manage dissent; work toward consensus; communicate persuasively with committee members and the Council Chair; and effectively report on committee discussions, decisions and recommendations to Council.

### Powers and Duties

The Committee Chair shall:

- a) schedule, in consultation with the Executive Director meetings of the Committee;
- b) set in consultation with the Executive Director the agenda for meetings of the Committee, making sure there is sufficient time for discussion of agenda items and relevant issues of importance for committee members;
- c) preside over all meetings of the Committee or assign a designate in their absence;
- d) review committee communications, including minutes of committee meetings;
- e) manage committee affairs;
- f) ensure effective committee performance;
- g) conduct regular committee and committee member evaluations (sharing responsibility with the Governance and Human Resources Committee which recommends the process);
- h) manage conflicts of interest should they arise;
- i) build and maintain a sound working relationship with the Council Chair, the Executive Director, and responsible others with respect to issues of interest to the Committee;
- j) recommend to Council the removal or replacement of a committee member, where circumstances warrant;
- k) provide a report to Council as per the Charter; and
- l) perform all the duties that may be imposed on, and may exercise all the powers that may be assigned to, the Committee Chair by resolution of Council.