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CANADA

RINGETTE CANADA BOARD COMMITTEE CHAIR

1. POSITION DESCRIPTION

This document defines the role and responsibilities of a chair of a committee of the Board of Ringette Canada.

2. ROLE AND RESPONSIBILITIES

In fulfilling their role, a committee Chair undertakes the following responsibilities:

2.1 Planning the work of the committee

2.1.1 Provide leadership in the planning, organization, and operation of their committee's activities, to ensure the committee is of value to the Board in fulfilling its governance responsibilities ethically and effectively;

2.1.2 Provide leadership in the annual development and regular review of the committee's work plan, ensuring all the responsibilities contained in the committee's Terms of Reference are addressed, and incorporating input from committee members on other matters the committee should plan to address;

2.1.3 Work with the President and CEO to address the annual work plan and add strategic value to the work of the Board and committee. Meet with the President and the CEO periodically as appropriate, to discuss items for inclusion on the Board agenda, to review the committee's work plan, Terms of Reference and to inform them about any in camera discussions or committee concerns.

2.2 Committee management

2.2.1 Schedule meetings as necessary to ensure the committee holds the number of meetings or video/teleconferences required to complete its annual work plan;

2.2.2 Chair committee meetings, facilitating active participation by all members and ensuring appropriate time is allocated to each agenda item and all items are brought to a suitable resolution;

2.2.3 Summarize committee discussions, and state any committee action items, decisions, or timelines, before moving to the next agenda item;

2.2.4 Ensure there are in camera sessions at each meeting to allow for discussion of confidential committee matters;

2.2.5 Review draft minutes to ensure their accuracy prior to their approval by the committee;

2.2.6 Lead an annual assessment of the committee's effectiveness in fulfilling its Terms of Reference and make any necessary recommendations for amendment of the Terms of Reference prior to referral to the Board for review and approval;

2.2.7 Monitor and manage potential conflicts of interest among committee members to ensure impartiality and integrity.

2.3 Communication and Liaison

2.3.1 Act as a liaison between the committee and other committees, the CEO, and, where appropriate, staff members of the organization to ensure communication and collaboration.

2.3.2 Hold, as appropriate, separate discussions with the Board Chair and the CEO to inform them about in camera discussions and about committee concerns;

2.3.3 Report to the Board on the activities of the committee, including committee discussions, recommendations, and resolutions;

2.3.4 Report to the Annual General Meeting as required, and submit an annual report on the committee's activities for inclusion in the Ringette Canada Annual Report;

2.4 Mentorship and development

2.4.1 Mentor other committee members to be able to assume the role of Chair in their absence and for succession planning;

2.4.2 Develop knowledge of the subject matter and of best practices related to their assigned committee's mandate and share knowledge with committee members; and

2.4.3 Provide committee members with feedback and coaching regarding their participation and performance on the committee and identify any associated training and development requirement.

3. LIMITATIONS OF THE COMMITTEE CHAIR

The committee chair, acting alone, shall not form the committee position or recommendation on an issue to be considered by the committee.

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4. PUBLICATION ON WEBSITE

This Job Description for Committee Chair will be posted on Ringette Canada's website: ringettecanada.ca