

SERS Board Governance Policy Manual

Policy Name:	Board Committee Chair and Assistant Committee Chair Position
	Description
Policy Number:	2023-POL-BD-03
Effective Date:	November 10, 2021, as amended May 2, 2023
Reviewed Date:	April 25, 2023
Applies To:	SERS Board Members and Designees
Contact Person:	SERS Director Governance and Strategic Initiatives

The duties of the Committee Chair (and in the absence of the Committee Chair, the Committee Assistant Chair) include the following:

1. In consultation with the Executive Director, Board Chair, and other committee members, establish a yearly board and committee meeting calendar to include dates, times, and location for meetings the following calendar year.
2. Organize and conduct meetings in accordance with the terms of reference and Bylaws.
3. The Committee Chair shall appoint an Assistant Committee Chair in consultation with and the approval of Committee members.
4. Annually, with input from the Executive Director and the committee executive liaison, establish a committee work plan to guide the development of agendas, factoring in SERS strategic plan priorities and goals, which are within the purview of the committee, after approval of the work plans by the Committee the work plan should be submitted to the Board for approval.
5. In consultation with the Executive Director and committee executive liaison, establish and confirm an agenda and materials for each meeting.
6. In coordination with the Executive Director, seek to have the meeting agenda and relevant documents circulated to the members of the committee 14 days in advance of the committee meeting.
7. If requested, arrange for committee members to discuss meeting materials with SERS staff and have any questions addressed. Ensure relevant information is shared with all members of the committee and Board.
8. Share planned meeting agendas and relevant documents with the full Board at least 14 days prior to the committee meeting.

SERS Board Governance Policy Manual

9. Provide leadership and ensure that the committee performs its responsibilities described in the committee charter.
10. Ensure there is sufficient time during the meeting to fully discuss agenda items.
11. Ensure that discussion on agenda items is on topic, productive and professional.
12. In coordination with the Executive Director, oversee the taking of minutes that are complete, accurate, retained, reviewed, and approved at the next meeting.
13. Keep the Board Chair and Board informed of committee actions. During the next Board meeting following the committee meeting, present a committee report and any recommended actions to be taken by the Board.
14. Chair executive session meetings as required.

Document Properties

- a. **Document Owner:** Executive Office
- b. **Document Author:** Director Governance and Strategic Initiatives
- c. **Summary of Changes:**

Date	Version	Author	Summary
November 10, 2021		Deputy Executive Director for Administration	Description of the duties of the Committee Chair and Assistant Committee Chair positions.
May 2, 2023	2023-POL-BD-03	Director Governance and Strategic Initiatives	Biennial review. Added a policy number and updated to reflect current duties and obligations of the Committee Chair and Assistant Committee Chair positions.