

	APPROVED COMMITTEE CHAIR ROLES AND RESPONSIBILITIES	POLICY NO.	15
		EFFECTIVE DATE	MAY 17, 2024
		REVISION DATE	

BVPA Committee Chair Responsibilities

A Committee Chair is a leadership position. This role is responsible for facilitating committee meeting and reporting the committee’s findings to the board.

Committee Chairs’ key duties include planning and preparation of agendas, meeting materials, and identification of key issues that are relevant to the committee’s mandate.

Unless otherwise delegated, Committee Chairs’ responsibilities are to:

Committee Meetings

- a) Set an agenda for each committee meeting;
- b) Schedule and notify members about the meeting;
- c) Ensure handouts and reports are prepared by designated committee members for distribution to the committee members in advance;
- d) Ensure minutes of the meeting which, at a minimum, capture votes, major decision and recommendations to the Board, are taken;
- e) File the Approved minutes on the Board shared drive.

Board Meetings

- f) Serve as the principal liaison between the committee and the full Board;
- g) Ensure that the Board Report is submitted to the Board Secretary at least 3 days before Board meeting; and
- h) Provide, in writing, recommendations to the Board in the Board package for the meeting at which a decision is required.

Committee Members

- i) Identify and recruit individuals for appointment to the committee with skills and experience which will be beneficial to the committee and the BVPA, using the BVPA skills matrix where appropriate;
- j) Endeavor to ensure compatibility of new committee members with existing members prior to their appointment;

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- k) Consult with the Board as to composition of the committee in terms of number and skill set of members; and
- l) Appoint committee members to the committee.

Annual Planning

- m) Create annualized committee calendar and Work Plan that supports BVPA’s Strategy; and
- n) Track progress of delivery of the work plan deliverables.