

Board Chair Position Description

The following describes the role and responsibilities of the Board Chair.

1. Appointment

Pursuant to section 11(4) of the *Assessment Authority Act*, the Lieutenant Governor in Council designates a Director as Board Chair.

2. Role

The Board Chair provides leadership in managing the Board's affairs, including ensuring that the Board is organized properly, functions effectively, and meets its statutory and fiduciary obligations and responsibilities.

The Board Chair supports and encourages continuous improvement of the Board, its Committees, individual Directors and the President & Chief Executive officer ("CEO").

The Vice Chair may act on behalf of the Chair if the Chair is not available. Both the Chair and the Vice Chair are ex officio members of all Board committees, entitling them to attend and vote at any committee meeting (though not to be included in a determination of quorum for the committee unless a regular member of that committee).

3. Duties and Responsibilities

3.1 Relationship with Government

The Board Chair is responsible to:

- a) act, in consultation with the CEO, as the principal interface between the Board and the Minister;
- b) ensure the Minister is alert to significant issues which may affect BC Assessment or government; and
- c) ensure the Board is alert to its obligations to government.

3.2. Relationship with Management

The Board Chair is responsible to:

- a) act as a liaison between management and the Board;
- b) foster a constructive and harmonious relationship between the Board and management through regular contact with the CEO; and
- c) ensure the CEO is aware of concerns of the Board, government and other stakeholders.

3.3. Board Operations

The Board Chair is responsible to:

- a) in concert with the CEO and Corporate Secretary, develop and set the Board meeting agendas;



- b) chair Board meetings;
- c) call meetings of the Board;
- d) ensure proper Board minutes are recorded and presented at subsequent meetings; and
- e) oversee issues raised with respect to conflict.

3.4. Board Effectiveness

The Board Chair is responsible to:

- a) ensure the Board effectively and ethically fulfills its governance responsibilities;
- b) ensure Board meetings are conducted in an efficient, effective and focused manner;
- c) ensure the Board has cohesion of direction and purpose at a policy and strategic level;
- d) maintain the boundaries between Board and management responsibilities;
- e) encourage participation of all Directors and promote a spirit of collegiality where robust questioning and discussion is encouraged by all Directors;
- f) build consensus and develop teamwork within the Board;
- g) be available to individual Board members for questions, counsel and discussions relating to BC Assessment; and
- h) keep the Board up to date on all significant developments of BC Assessment.

3.5. Director Appointments, Performance and Re-Appointments

The Board Chair is responsible to:

- a) in accordance with the Board Composition and Succession Planning process and procedures, consider the optimal Board composition and desired attributes in new Director appointees to strengthen the Board; and
- b) liaise with the Ministry and the Crown Agencies and Board Resourcing Office regarding new Director appointments and re-appointments.