



Stonebridge Wasaga Beach Blues Chairman of the Board Roles and Responsibilities

Scope:

The Chair is accountable for the overall effectiveness and efficiency of the Board's processes and governance. The Chair is responsible for leading the Board in the performance of its duties including the discharge of all fiduciary and legal obligations. The Board has adopted a policy of having a management Chair. The Chair shall be a member of operating management and, therefore, shall share in the accountabilities, authorities and responsibilities delegated to the Board of Directors. The Chair shall provide advice and counsel to the Directors and Committees respecting matters within the purview of the Board.

Key Responsibilities:

Board Leadership Responsibilities

The Chair shall:

- Preside as Chair at all Board meetings and provide leadership and direction to the Board and its processes
- Preside as Chair at the Annual General Membership (AGM) any special meetings of the stakeholders
- Foster ethical and responsible decision making by the Board, Committees and its individual members
- Establish and monitor procedures and structure to govern the Board's and Committees' activities and responsibilities in concert with the Corporate Governance Bylaws and Policies
- Ensure that the Board discharges its stewardship duties in exerting appropriate influence on the way the Organizations' business is conducted and in preserving and creating its reputation
- Work with the Board Secretary and other Directors to prepare, prioritize and organize the agendas for the Board and Committee meetings
- Schedule meetings in a manner that enable the Board and its committees to perform their duties and responsibilities while not unduly interfering with the flow of operation of the organization
- Work with other Directors and Committee Chairs to ensure effective discussion occurs at both Board and Committee levels

- With the assistance of the Board Secretary, ensure proper flow of information and review adequacy and timing of documentation for meetings of the Board and Committees
- Identify Corporate and Board Governance and social responsibility issues for consideration and ensure that each Director and the Board overall is adding significant value
- Work to ensure proper Board Membership, committee structure and continuity. Particularly, the Chair shall ensure that adequate succession plans are in place in respect of the Board, Artistic & Production Manager(s) and Committee membership
- Participate as a non-voting, non-quorum committee member of all standing committees of the Board. Overview role in conjunction with other Directors, through the Board and its various committees, the Chair monitors managements' performance, succession, financial, strategic and operating decisions, as well as all aspects of corporate governance, social responsibility and reputation.
- The Chair shall be the voice of the festival but this shall be a shared position with the Artistic Manager to be coordinated through the Director of Marketing

Other Duties and Responsibilities

The Chair shall:

- Act as the point of contact for various levels of Government with respect to the organization;
- Act as a liaison among the Board, Artistic Director, and to the extent necessary, the Committee members;
- Communicate with and be available for discussion and guidance with members of the Board between meetings of the Board;
- Ensure that the Grant applications and Reports are completed, as necessary;
- Monitor the Organization email and phone, respond and forward as required;
- Counsel and advise and follow up on the implementation of all Board resolutions; and
- Perform the other appropriate tasks and duties as may be requested by the Board to advance the corporate strategy and operating objectives.