

## 9. Chairpersons Role Description Policy

The chairperson is the leader of the Board and carries overall responsibility for the integrity of the Board's processes. The role involves the following responsibilities:

Chair Accountability Measure	Standard
1. Oversee general performance of the Board	➤ Board performs against its forms of accountability and strategic goals
2. Ensure information about the financial performance of the organisation flows to the Board	➤ Board remains well-informed about financial performance of the organisation
3. Establish and maintain systems for information flows to the Board	<ul style="list-style-type: none"> <li>➤ Board receives its information on time and has time to comment and have input</li> <li>➤ Board has adequate opportunities to have input and make decisions</li> <li>➤ Chair ensures accurate minutes are kept, approved by Board and signed by Chair</li> </ul>
4. Attend and chair Board meetings	<ul style="list-style-type: none"> <li>➤ Attendance at all meetings (unless chairing responsibility delegated)</li> <li>➤ Ensure meeting procedures outlined in the Standing Orders and Local Government Official Information and Meetings Act 1987 are observed except where the Board has suspended them. Information on meeting procedure is found in the section on meetings</li> </ul>
5. Make recommendations to the Board about prudent management of Board matters	➤ Recommendations made as necessary
6. Establish and maintain an ongoing working relationship with the Principal	➤ Regular meetings are held in addition to ongoing liaison
7. Deal with disputes and conflicts referred to the Chair	➤ As required by the Board's Policy and Procedures
8. Act as Protected Disclosures Officer (see STA Link 2001/01)	➤ Requirement met
9. Ensure the Principal Performance Agreement and Appraisal are completed on an annual basis	➤ Report of Principal's Performance Appraisal tabled at a Board meeting according to appraisal process.

*Review Schedule: Triennially or prior to meeting when chair is elected.*

*Last Reviewed: May 2019*

*Next Review: May 2022*

*Signed:*

