

PRINCIPLES OF ENGAGEMENT FOR BOARD COMMITTEE CHAIRS

Effective Date: February 1, 2024

Supersedes: September 24, 2019

ROLE

A Board Committee Chair must, in accordance with the University of Western Ontario Act, 1982 [as amended in 1988], be an external member of the Board. The principal role of a Board Committee Chair is to provide leadership and stewardship to a Committee of the Board, conducting the Committee's business and implementing its Terms of Reference. The Committee, through the Chair, is accountable to the Board. The Chair serves as the liaison between the Board and the Committee and presents the Committee's work to the Board.

DUTIES AND RESPONSIBILITIES

In addition to the duties and responsibilities of an individual Governor, a Board Committee Chair:

- Works with the University Secretariat to establish and refine the annual work plan of the Committee;
- Works with the University Secretary to review the agenda for each Committee meeting and ensure there is a timely distribution of materials, including minutes, to each Committee member;
- Conducts the meeting according to the rules of order of the Board, facilitating fulsome but efficient discussion of agenda items as needed, and ensuring that matters are brought to a timely but informed resolution;
- Ensures that Committee members are aware of information, both internal and external to the University, that is relevant to the Committee responsibilities;
- At meetings, encourages participation of all Committee members and promotes a spirit of collegiality in which robust questioning and discussion are encouraged;
- Coordinates with the University Secretariat and Committee members to ensure that the Committee effectively discharges its responsibilities;
- Where necessary and appropriate, works with other Committee Chairs and the Board Chair on matters of mutual interest to coordinate logistics;
- At Board meetings, presents the Committee's reports and recommends the Committee's decisions, with particular focus on the Committee's priorities and how those align with the strategic plan of the University.

SKILLS AND KNOWLEDGE

All skills and knowledge required of an individual Governor as outlined in the *Principles of Engagement for Members of the Board of Governors*, plus:

- Ability to conduct a constructive meeting;
- Skills and experience appropriate to the specific Committee;
- Ability to manage time and meet deadlines;
- Leadership experience in an appropriate venue (at the Board, in business or community leadership) for the focus and mandate of the specific Committee;
- Familiarity with the University's governance structures and administration, particularly its bicameral division of authority between Senate and Board;
- Excellent communication skills and leadership skills.