



## University of Lethbridge Board of Governors Position Description: Chair of the Board

### 1. PURPOSE

This document outlines the selection procedure, term of office, and responsibilities for the chair of the board (the "Chair") of the University of Lethbridge Board of Governors (the "Board"). The *Post-secondary Learning Act* does not define the duties of the Chair. The duties and responsibilities of the Chair are mandated by the Board.

### 2. RESPONSIBILITIES OF THE BOARD CHAIR

The Chair leads the Board in all aspects of its work and is responsible to effectively manage the affairs of the Board and ensure that the Board is properly organized and functions efficiently. The Chair also advises the President in all matters concerning the interests of the Board. The Chair will foster and promote the integrity of the Board and a culture where the Board works harmoniously for the best interests of the University.

More specifically, responsibilities of the Chair shall be to:

- 2.1 preside at meetings of the Board, the Executive Committee and the Compensation Committee and serve as a voting *ex-officio* member of all other Board committees;
- 2.2 ensure the Board focuses on the broader governance task of policy-making;
- 2.3 ensure the Board complies with enabling statutes and all Board of Governors' governance documents as outlined in the *Board of Governors Bylaws*;
- 2.4 ensure the appropriate Board processes are in place, are efficient and followed by the Board to enable the Board to fulfill its duties and responsibilities;
- 2.5 ensure the Board acts in a fiscally and ethically responsible manner;
- 2.6 provide leadership (advice and counsel) to enable the Board and President to act effectively in carrying out its duties and responsibilities and to serve as an advocate and ambassador in achieving the University's strategic plan;
- 2.7 act as spokesperson for the Board, and in some instances for the University, within and outside the University;
- 2.8 take a leadership role in the Presidential selection process as chair of the Presidential Search and Review Committee as outlined in the *Designation and Appointment of Senior Administrators Policy*;

- 2.9 meet periodically (not less than quarterly) with the President to review the President's progress on his/her goals and objectives and the strategic plan;
- 2.10 in consultation with the President, ensure that there is an effective relationship and communication between senior administration and members of the Board;
- 2.11 ensure that the Board has the opportunity, at each regularly scheduled meeting, to meet separately without administration present;
- 2.12 attend each Convocation Ceremony and other University events as required;
- 2.13 serve on ministerial established committees to provide input respecting issues related to Campus Alberta;
- 2.14 take a leadership role in developing and enhancing relationships with all levels of government.

The foregoing list is non-exhaustive, and the Chair may, in addition, perform such other powers as may be necessary or appropriate in the circumstances, within the authority of the Board of Governors.

### **3. QUALIFICATIONS AND COMPETENCIES**

- System thinking - experience dealing with multiple stakeholders within related industries, sectors or systems such as Campus Alberta, and therefore having an understanding of the interrelationship of impacts and opportunities as well as having a focus on end results.
- Leadership - experience inspiring and influencing others, as well as experience in key areas such as strategic planning and risk management.
- Relationship building and community partnerships - experience making strong community connections with diverse stakeholder groups and experience building consensus and partnerships.
- Governance - experience on or with board structures and policy governance models, and/or current or previous board or committee experience. A demonstrated understanding of the distinct roles of the board and management. This includes having previous experience on a board of a large complex organization, preferably in an executive capacity.
- Experience with government and the public sector environment - experience with government processes, relations, models (federal, provincial, municipal), and/or experience with legislation or public policy development processes.
- Understanding of the community served and the diverse interests impacting the University of Lethbridge.
- Interest and experience in advancing post-secondary education.

- Understanding and appreciation of a bicameral governance model in a research intensive public university setting.
- Experience and understanding of financial matters.
- Experience leading advancement activities and a proven record of achieving community and philanthropic support.
- Relevant experience in a senior leadership position of a major organization.

#### **4. SELECTION PROCEDURE**

The Chair is appointed by Lieutenant Governor in Council. The public recruitment process includes advertising a vacancy and screening applicants against eligibility criteria set out in the approved position description. The University works closely with the Ministry to ensure the process is fair and transparent.

#### **5. TERM OF OFFICE**

The Chair is appointed for a three-year term, and is eligible for reappointment for a second three-year term on the conclusion of the Chair's first term of office. Any member of a public agency may not serve more than 10 consecutive years (*Alberta Public Agencies Governance Act, 14*).

#### **6. REMUNERATION**

The Chair receives no remuneration for the performance of duties as a member of the Board, and shall be paid travelling and living expenses while away from his/her ordinary place of residence in the course of duties as a member of the Board. Reimbursed expenses are subject to public disclosure.

#### **7. TIME COMMITMENT**

To fulfill the responsibilities of the Chair a significant time commitment is required.

#### **Document History:**

*Board of Governors Approved: Feb 14/19; Jun. 16, 2017 (editorial revisions); Oct. 19, 2015; Feb. 27, 2014; Oct. 13, 2011; Feb. 17, 2011*