



## 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 & Vice-Chancellor (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 of Lethbridge (the "University").

More specifically, responsibilities of the Chair shall be to:

- 2.1 preside at meetings of the Board, the Executive Committee and the Human Resources and 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/review 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 their goals and objectives and the strategic plan;
- 2.10 in consultation with the President, ensure that there is an effective relationship and appropriate 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 senior administration present;
- 2.12 attend each Convocation Ceremony and other University events as required;
- 2.13 if requested, serve on ministerial established committees/groups to provide input respecting issues related to post-secondary institutions in Alberta;
- 2.14 take a leadership role, in consultation with the President, in developing and enhancing relationships with all levels of government ensuring effective relationships to provide input respecting issues related to the University.

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 Alberta's post-secondary system, 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 (internal and external) 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, public policy development processes and government advocacy work.

- Understanding of the communities served and the diverse interests impacting the University.
- 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**

As articulated in the *Post-secondary Learning Act 16 3 (a)*, the Chair is appointed by Lieutenant Governor in Council.

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

The Chair's term of office is subject to requirements within the *Post-secondary Learning Act (56)* indicating a term may not exceed three years, and the Chair is eligible for reappointment. Any member of a public agency, in compliance with *Alberta Public Agencies Governance Act, 14*, may not serve more than 10 consecutive years.

#### **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 their ordinary place of residence in the course of duties as a member of the Board. Reimbursed expenses are subject to public disclosure in alignment with Government of Alberta guidelines.

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

To fulfill the responsibilities of the Chair a significant time commitment is required. Responsibilities may also arise last-minute so flexibility in scheduling is also required.

#### **Document History:**

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