

## Role Description – Chair of the Board of Directors

Job Purpose	The Chair is responsible for providing leadership and responsibility for the society and its committees. The Chair is accountable for ensuring that the society establishes and achieves its goals and objectives, is governed in accordance with the society's constating documents and fulfils all legal and compliance duties.
Job Responsibilities	<p>The primary tasks of a Chair are as follows:</p> <ul style="list-style-type: none"> <li>• Be knowledgeable about all of viaSport activities.</li> <li>• Know viaSport's constitution, by-laws, and policies as well as the roles and responsibilities of every committee, board member, and senior management.</li> <li>• Attend and Chair quarterly Board meetings. Preside in a manner that encourages director engagement in the Board's decision making.</li> <li>• Attend semi-monthly call with Vice Chair, CEO, and COO.</li> <li>• Work closely with Board Vice Chair to transfer knowledge and history to prepare for leadership.</li> <li>• Review in collaboration with the CEO the agenda for Board meetings and AGM.</li> <li>• Assist with the recruitment and orientation of new Board Directors.</li> <li>• Regularly communicate with Board Directors to ensure they are carrying out their duties in accordance with their role descriptions.</li> <li>• Provide Board leadership by ensuring the Board is organized properly and functions effectively.</li> <li>• Know the Society's legal and compliance obligations.</li> <li>• Sign such contracts, documents or instruments in writing as require their signature.</li> <li>• Represent the Board at viaSport events and participates in Sport Sector events as requested by the CEO or designate.</li> <li>• Establish and oversee the process for CEO recruitment, compensation, evaluation and development.</li> </ul>
Appointment & Tenure	Appointment and tenure in accordance with the Society bylaws.
Time Commitment	An estimated commitment of up to 7.5 hours per month plus attendance at (i) each Board meeting and (ii) if and when required, one overnight board meeting per year.

Compliance with policies, including Conflict of Interest	The Director must ensure understanding of and compliance with all relevant Society policies and any provisions related conflicts of interest and disclosure any matters that could compromise their ability to perform as a Director.
Personal Abilities & Skills	<p>The Chair should ideally have the following abilities:</p> <ul style="list-style-type: none"> <li>• Committed to making a difference in the sector.</li> <li>• Receptive to change.</li> <li>• Capable of providing informed viewpoint during group discussions at board meetings.</li> <li>• Rationally consider opposing ideas and viewpoints.</li> <li>• Strong interpersonal and communication abilities.</li> <li>• Maintain confidentiality.</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Experience in a leadership position.</li> <li>• Experience serving and leading on a non-profit governance board.</li> <li>• A familiarity with the laws and regulations governing non-profit organizations.</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Excellent knowledge and working familiarity with the society's constitution, bylaws, and policies.</li> <li>• Strong interpersonal and communication skills, comfortable with public speaking.</li> <li>• Effective managerial abilities and the capacity to delegate and collaborate with board members.</li> <li>• Capability to preside over executive, board and general meetings.</li> <li>• Good decision-making abilities.</li> <li>• Experience of planning and operations.</li> <li>• Sound financial management skills.</li> </ul>

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