

Board of Directors Chair Role and Responsibilities

(Approved May 24, 2023)

The Chair of the Board of Directors must adhere to all expectations outlined in the **Board of Directors Role and Responsibilities** in addition to the Duties and Responsibilities listed below.

The primary responsibility of the Chair of the Board of Directors is the Science Atlantic Board.

Term: a maximum of two two-year terms

Duties and Responsibilities

- Uphold and enforce the by-laws, policies, resolutions, and procedures of Science Atlantic
- Chair meetings of the Board of Directors, Executive Committee, and other committees as requested, in an efficient, fair, and impartial manner, according to by-laws, governing procedures, and policies
- Serve as the liaison between the Board of Directors and the Executive Director
- Act as the official spokesperson for Science Atlantic with media and other audiences
- Prepare, approve, and ensure distribution of all Board-relevant meeting materials and documents, including meeting notices and comprehensive agenda packages, prior to meetings and within specified timeframes
- Facilitate Board governance processes, assisting the Board in fulfilling its responsibilities efficiently and appropriately
- Act as a signing officer
- Ensure meeting minutes are accurately recorded, properly filed, and distributed within specified timeframes
- Create a schedule of Board meeting dates for each semester in collaboration with the Executive Director
- Establish and implement a training schedule for the Board of Directors
- Serve as a resource on governance matters for the Board of Directors
- Other duties as the Board may specify

Reporting: The Chair reports to the Board

Time Commitment: As required to accomplish major duties (8-10 hours per month)

Qualifications:

- Must be from a Member Institution of Science Atlantic
- Must hold or have held a senior position at a Member Institution