
COMMITTEE CHAIR GENERAL GUIDELINES

GENERAL

The fundamental responsibility of the Chair of any committee of the Board of Directors of the Corporation is to effectively manage the duties of the committee.

SPECIFIC

Committee Structure and Management

- Ensure that the Committee is properly organized, functions effectively and meets its obligations and responsibilities.
- Establish the frequency of Committee meetings and review such frequency from time to time, as considered appropriate or as requested by the Board, including periodic meetings of independent members of the Committee.
- Chair Committee meetings.
- Assist the management representative in the co-ordination of the agenda and related matters for Committee meetings.
- Liaise and communicate with the Chair of the Board to co-ordinate input from the Committee for Board of Director meetings.