

## **Exhibit C**

### **Board Chairperson/President Job Description**

The Corporate President serves as the Board Chairperson/President. The Board Chairperson/President is responsible for ensuring that the Board of Directors and its members: are aware of and fulfill their governance responsibilities, comply with applicable laws and bylaws, conduct board business effectively and efficiently, and are accountable for their performance.

In order to fulfill these responsibilities, and subject to the organization's bylaws, the Board Chairperson/President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, submits various reports to the board, to funders, and to other "stakeholders"; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

**Accountability** - The Chairperson/President is accountable to the Board of Directors or Members as specified in the bylaws. The Chairperson/President may delegate specific duties to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Chairperson/President.

#### **Specific Duties**

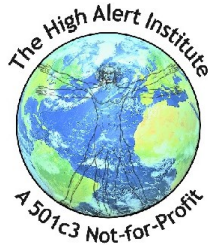
**Meetings** - The Chairperson/President ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee Chairpersonpersons and the Executive Director to draft annual and meeting agendas and reporting schedules.

The Chairperson/President presides over meetings of the Board of Directors. In this capacity, the President:

- Chairpersons meetings according to accepted rules of order for the purposes of
  - encouraging all members to participate in discussion;
  - arriving at decisions in an orderly, timely and democratic manner;
- votes as prescribed in the bylaws. In boards that operate with and executive committee, the Chairperson/President performs the above duties for the executive committee

**Board Committees** - The President serves as an ex-officio member of board committees specified in the bylaws. In this capacity, the Chairperson/President's role is

- to serve as a voting member of the committee (if specified in the bylaws);



- to negotiate reporting schedules;
- to identify problems and assist the committee Chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

**Board-Staff Relations** - The Chairperson/President is the primary liaison between the Board and the executive director. In this capacity, the President:

- meets periodically with the executive director;
- ensures that periodic performance reviews of the executive director are conducted;
- participates in the hiring and evaluation of the executive director.

**Community Relations** - The Chairperson/President ensures the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the Chairperson/President works in conjunction with the Executive Director to serve as one of the primary spokespersons for the organization.

Duties may include:

- representing the organization to the media;
- representing the organization on governmental or nongovernmental organizations and committees;

**Signing Officer** - The Chairperson/President is normally designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.

**Board Development** - The Chairperson/President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

**Fundraising** - The Chairperson/President ensures that structures and procedures are in place for securing the resources required by the organization. Depending upon the organization, this may require the Chairperson/President to play a leadership role in fundraising campaigns through personal contributions of services and money.