



ROLE OF THE BOARD CHAIR

Category:

BOARD GOVERNANCE

Policy Number:

BG-9

Board Approval Date:

June 11, 2026

Objective:

This policy articulates the accountabilities of the Board Chair, a specially empowered member of the Board responsible for ensuring the integrity of the Board's process.

Scope:

This policy applies to the Chair of the Board of Governors of Olds College.

Definitions:

Board Chair: a specially empowered member of the Board appointed by the Minister of Advanced Education by Order in Council as per *The Post-Secondary Learning Act*, 44(2)(c).

Policy:

1.	The Chair will ensure that the Board operates consistently with its own rules and those legitimately imposed upon it by external authorities, laws and regulations.		
	1.1	The Chair will ensure that meeting discussion content reflects governance issues that belong to the Board to decide or oversee.	
	1.1.1	The Board Chair will convene the Agendas Committee prior to each Board meeting to review and set the agenda in collaboration with administration.	
	1.1.2	The Board will focus on the direction and strategy for the College and will delegate College operations to the President. Additional information for the Board that is not for oversight or decision will be determined jointly by the Board Chair and the President.	
	1.1.3	Board deliberation will be timely, fair, orderly and thorough, but also efficient and kept to the point.	
		1.1.3.1	The Board Chair will foster an environment of open, candid dialogue and encourage healthy, productive debate.
	1.1.4	The Chair will ensure that all Board members are treated equally and that relevant information is shared with all member	
	1.1.5	The Chair will ensure that all Board members have an understanding of meeting decorum and protocol.	



Related Policies:	
Review Period:	

2. The authority of the Chair consists in making decisions that fall within topics covered by Board policy.	
2.1	The Chair is empowered to chair Board meetings with all the commonly accepted power of that position.
2.2	The Chair shall communicate the direction of the Board to the President.
2.2.1	Oversee the annual President Performance Review.
2.3	The Chair is the external face of the Board and is authorized to speak for the Board in announcing Board decisions.
2.3.1	The Chair, in collaboration with the President, communicates with key stakeholders and government officials.
3. The Chair shall ensure that the Board's function as an entity optimizes the strengths and expertise of Board members in their governance capacity.	
3.1	The Chair will provide a recommendation for the position of Vice-Chair for the Board's approval.
3.1.1	The Chair will ensure that the Vice-Chair is informed of matters pertaining to governance of the College.
3.2	The Chair, in consultation with administration, will propose committee membership for the Board's approval.
3.2.1	The Board Chair and the President will meet annually with Board Committee Chairs as part of the annual Board Improvement Process.
3.3	The Chair, in consultation with administration, will ensure that a fulsome orientation is in place for new Board members.
3.4	The Chair, in consultation with administration, will oversee the development of Board members.
3.4.1	The Chair and Vice Chair will meet with Board members annually for the purpose of improving Board and Committee performance.
3.4.2	The Chair will review Board member expense claims.
3.5	The Chair will review the President's expense claims.
BG-6 Board Code of Conduct BPR-1 Relationship to the President BPR-2 President Communication and Counsel to the Board	
3 years	



Revision History:

NEW: September 2024
Revised: June 2026