

6. OFFICERS

The Directors elect or appoint officers of the board at the first meeting of the board following an annual meeting of members. The Foundation's officers shall include:

- Chair
- Vice-Chair
- Secretary
- Treasurer

The directors shall elect the Chair and Vice-Chair and shall appoint the Executive Director as Secretary. The Chair of the Finance and Audit Committee is the Treasurer.

6.1 Chair

6.1.1 Responsibilities

- Provides leadership to the Foundation. The Chair and the Executive Director are the primary spokespersons for the Foundation in the community.
- Understands the goals of the Foundation, maintains an overview of the Foundation's activities, ensures board review of strategic directions and priorities, and, together with the board, carries forward the mission, vision, and values of the Foundation.
- Chairs board meetings and facilitates the decision-making process.
- Ensures that board members understand their roles and responsibilities and establishes an annual opportunity for directors to review their performance and continuing responsibilities.
- Working with the Executive Director, ensures that an effective orientation is provided to new board members.
- Guides the board in long- and short-term planning. Working with the Executive Director, plans the work program for the board, sets the agendas for board meetings and co-ordinates the annual board retreat.
- Monitors follow-up and implementation of board directives and policies; maintains the flow of work between the board and its committees; and consults with individual directors and committee chairs prior to board meetings to anticipate the pace of a meeting.
- Sits as an ex officio member on all board committees.
- Establishes a close working relationship with the Executive Director and is clear about the boundaries between governance, policy and operations.
- Leads the annual performance review of the Executive Director.
- Chairs the Search Committee for the appointment of the Executive Director.

6.1.2 Qualifications

Only existing directors who have served as Vice-Chair for at least one year qualify for election to the position of Chair. The board may appoint a chair between annual general meetings if needed.

6.1.3 Term

The Chair's term is normally three years.

The immediate past Chair may continue to sit on the board as a member for one year after completing their term as Chair.

6.2 Vice-Chair

The Vice-Chair is elected from among the Directors and chairs the Governance and Recruitment Committee. In the absence of the Chair, the Vice-Chair can be delegated the roles and responsibilities of the Chair.

6.3 Secretary

The Board appoints the Executive Director as the Secretary of the Corporation at the first meeting following an annual meeting of Members.

6.4 Treasurer

The Chair of the Finance and Audit Committee is the de facto Treasurer of the Foundation.