

Schedule P
POSITION DESCRIPTION OF A COMMITTEE CHAIR

The functions of the Chair of a committee are:

1. providing leadership to the committee and presiding over its meetings;
2. ensuring that the committee efficiently discharges its duties;
3. ensuring that the agenda of the committee meetings are adequately prepared and that important issues are discussed;
4. ensuring proper flow of information to the committee, reviewing adequacy and timing of documentary materials;
5. directing committee discussions by fostering open but efficient exchanges;
6. acting as liaison between the committee and the Board.