

# Committee Chair Orientation

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# Agenda

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1. Who should be a chair?
2. What does a chair do?
3. What does a chair need?

# Who should be a chair?

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- *Experience*
  - *Substance*
  - *Institutional Memory*
- *Demeanor*
  - *Encourage discussion by all*
  - *Aware of influence*
- *Availability*
- *Member of Council/Board?*
- *Appointed or Elected?*
  - *LOOK TO BYLAW*

# What does a chair do?

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- *Create/approve agenda*
- *Appoint panels*
- *Acts as spokesperson*
- *Conduit with staff*
- *Maintain divide between operational and policy*
- *Conduit with President*
- *Writes reports*
- *Sign minutes*

# What does a chair need?

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- *Terms of Reference*
  - *Authority + PUBLIC INTEREST*
  - *“Explain (and enforce) the Rules”*
- *Agenda*
  - *Declaration of Conflict of Interest*
  - *Reminder of Confidentiality*
  - *Educational opportunity*
- *Good relationship with staff*
- *Feedback (Evaluations)*
- *Training*

# Contact Us

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