

Chair Terms of Reference

D-02

LONG TITLE	Chair of the CUSA Board Terms of Reference	DATE OF ENACTMENT	27 March 2022
		LAST AMENDED	27 March 2022
REFERENCE No.	D-02	NEXT REVIEW	1 May 2024
CATEGORY	Board	COMPETENT CHAMBER	CUSA Board
REVIEW COMMITTEE	CUSA Board or Designated Subcommittee	DELEGATES	Chair of the Board CUSA Board

1) Objective

- a) These Chair of the CUSA Board Terms of Reference outline the mandate and primary responsibilities of the Chair of the CUSA Board

2) Mandate

- a) Represent the interests of the Carleton University Students' Association (CUSA) and the undergraduate student body of Carleton University;
- b) Provide opportunities for the CUSA Board and larger Carleton University community to provide strategic direction for the organization; and
- c) Ensure proper procedure and procedural fairness are adhered to in the running of Board meetings and in the execution of other duties.

3) Primary Responsibilities

- a) Act as Chairperson of the CUSA Board and Human Resources Subcommittee of the Board.
- b) Work with the Governance Subcommittee of the Board to inform all Board members of agenda items and relevant documents to be reviewed in advance
- c) Ensure all appropriate Board members and advisors are informed of meetings in a manner in compliance with CUSA ByLaw.
- d) Provide guidance to the Executive Assistant as the Record Keeper of note for both CUSA Board Meetings and the Human Resources Subcommittee of the Board.
- e) Provide leadership and strategic direction to CUSA Board operations and procedure while allowing the Board to determine the strategic direction of CUSA while also maintaining fair process when issues are hotly debated.
- f) Collaborated with the Speaker of Council, President/CEO, and Vice President Finance / Secretary-Treasurer on matters related to non-profit governance.
- g) Attend CUSA Council meetings where issues pertaining to non-profit management or other board responsibilities are being discussed.
- h) Fulfill any roles as outlined in policy, such as the Conflict of Interest Policy, Executive Accountability & Discipline Policy, or any other that may be drafted.