

## Chair Terms of Reference

D-02

LONG TITLE	Chair of the CUSA Board Terms of Reference	DATE OF ENACTMENT	27 March 2022
		LAST AMENDED	25 November 2023
REFERENCE No.	D-02	NEXT REVIEW	1 November 2026
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) Act as the spokesperson of the CUSA Board for both internal and external-facing communications.
- c) Work with the Agenda Subcommittee of the Board to inform all Board members of agenda items and relevant documents to be reviewed in advance
- d) Ensure all appropriate Board members and advisors are informed of meetings in a manner in compliance with CUSA Bylaws.
- e) Provide guidance to the Associate Vice President, Executive Relations as the Record Keeper of note for both CUSA Board Meetings and the Human Resources Subcommittee of the Board.
- f) 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 during debate.
- g) Collaborate with the Vice Chair, Speaker of Council, President/CEO, and Vice President Finance / Secretary-Treasurer on matters related to non-profit governance.

- h) Attend CUSA Council meetings where issues pertaining to non-profit management or other board responsibilities are being discussed.
- i) Attend regular bi-lateral meetings with the President/CEO to ensure open lines of communication with the CUSA Board.
- j) When appropriate, attend regular meetings with members of CUSA's senior management team in which Board responsibilities may be engaged.
- k) Collaborate with the Vice Chair and members of CUSA's senior management team to ensure that Board members receive sufficient learning and development opportunities throughout their tenure.
- l) 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.