



POLICIES AND PROCEDURES

| | |
|---|------------------------------|
| SECTION TITLE: BOARD OF DIRECTORS | SECTION REFERENCE: BD |
| POLICY TITLE: CHAIRPERSON PROTOCOL | POLICY NUMBER: BD-011 |

POLICY STATEMENT:

THE BOARD RECOGNIZES IT IS IMPORTANT THAT THE CHAIRPERSON PROPERLY HAVE HER/HIS DUTIES, EXPECTATIONS AND REMUNERATION OUTLINED.

PURPOSE: TO OUTLINE THE EXPECTATIONS, REMUNERATION AND DUTIES OF THE STUDENT CENTRE CHAIRPERSON.

A. DUTIES:

The Chairperson shall:

1. Chair and preside over all meetings of the Board of Directors (BoD).
2. Chair and preside over all meetings of the Executive Committee.
3. In conjunction with the Executive Director, set the agenda for the BoD and Executive Committee meetings.
4. Unless otherwise established by the Board, be a voting member of all committee meetings of the Board, including but not limited to the Finance Committee and the Safety, Security and Alcohol Committee.
5. Attend cash flow meetings with the Executive Director and the Controller and act as a signing officer for the YORK UNIVERSITY STUDENT CENTRE.
6. Sign all documents requiring the Chairperson's signature.
7. Perform other duties from time to time as prescribed by the BoD.
8. Work to further enhance the vision of YUSC.

B. EXPECTATIONS:

The Chairperson is expected to:

1. Be available to the various York constituencies.
2. Respond to Student queries, complaints, and communications.
3. Use her/his discretionary fund to further the YORK UNIVERSITY STUDENT CENTRE.
4. Attend all YORK UNIVERSITY STUDENT CENTRE goal planning sessions that s/he is invited to.
5. Keep and update an organized binder.
6. Prepare an adequate transition for the incoming Chairperson.

7. Act to encourage the filling of vacancies on the Board to be filled by the appropriate organization or constituency (attend meetings, write letters, request that motions be put on the agenda).
8. Promote the YORK UNIVERSITY STUDENT CENTRE elections and be available to prospective candidates for the purpose of information sharing.
9. Maintain a working relationship with the ED, and act to resolve any conflicts with the ED which may arise.
11. Provide a positive Public Relations/Spokesperson Role both internal and external to the York Community.

C. REMUNERATION:

The Chairperson:

1. Will be entitled to an honorarium of \$3750.00 per fiscal year and the possibility of an additional \$3750.00 based upon active involvement as per this policy.
2. Will have a discretionary account with the YORK UNIVERSITY STUDENT CENTRE which will be set in the annual budget.
3. Will complete an honorarium form to be approved by the Board.

| | |
|--------------------------------|----------------------------------|
| Contact Person (title): | Chairperson / Executive Director |
| Cross-Manual Reference: | |
| Monitoring Tools: | Board Minutes |
| Relevant Forms: | N/A |

| | |
|-----------------------------|-----------------|
| Board Approval Date: | 25 October 2000 |
| Review Dates: | Annual |
| Revised Date(s): | 29 April 2013 |