

**POLICIES AND PROCEDURES**

<b>SECTION TITLE:</b> BOARD OF DIRECTORS	<b>SECTION REFERENCE:</b> BD
<b>POLICY TITLE:</b> CHAIRPERSON PROTOCOL	<b>POLICY NUMBER:</b> BD-011

**POLICY STATEMENT:**

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

**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. Sit on the Central Fund Administrators Working Group (FAWG).
8. Sit on the Central Steering Group for the Cold Beverage Exclusivity agreement.
9. Oversee and carry through the Executive Director's performance evaluation per policy PL-001.
10. Perform other duties from time to time as prescribed by the BoD.

**B. EXPECTATIONS:**

The Chairperson is expected to:

1. Set and maintain regular office hours with a mind to remuneration (20 hours/week).
2. Be available to the various York constituencies.
3. Respond to Student queries, complaints, and communications.
4. Use her/his discretionary fund to further the YORK UNIVERSITY STUDENT CENTRE.
5. Attend all YORK UNIVERSITY STUDENT CENTRE goal planning sessions that s/he is invited to.
6. Keep and update an organized filing system.
7. Prepare an adequate transition for the incoming Chairperson.
8. 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).
9. Promote the YORK UNIVERSITY STUDENT CENTRE elections and be available to prospective candidates for the purpose of information sharing.

10. 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 paid an hourly honoraria of \$15 to a maximum average of 20 hours per week with an annual budget of \$15 600.
2. Will have a discretionary account with the YORK UNIVERSITY STUDENT CENTRE which will be set in the annual budget.
3. Will have an office (335C) and will have the reasonable means with which s/he can fulfil their duties and expectations.

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

<b>Board Approval Date:</b>	25 October 2000
<b>Review Dates:</b>	Annual
<b>Revised Date(s):</b>	Current