



**NAME:**            **ROLE OF THE CHAIR, VICE CHAIR**            **NUMBER:**    **B-3**  
**TYPE:**            **GOVERNANCE PROCESS**            **APPROVED:** **SEPTEMBER 29, 2017**  
**REVISED:**        **NOVEMBER 23, 2018**

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**Relates to Bylaws: 7.2, 7.3**

- A. The **Chair** is responsible to ensure the integrity of Board activities, actions and processes, respecting the Bylaws and Board Policies in all that they do.
1. The Chair ensures that the Board operates in a manner consistent with its own policies, calling meetings and proposing agendas, restricting discussion content to those issues that clearly belong to the Board, and respecting Roberts Rules of Order.
  2. The Chair represents the Board to the Members, other stakeholders, and the outside community. The Chair is the official spokesperson for the Board unless the function is otherwise delegated.
  3. The Chair presides and chairs all General Meetings, Special Meetings, and Board Meetings of Hockey Alberta. The Chair represents Hockey Alberta at all Hockey Canada Member meetings.
  4. The authority of the Chair in making decisions is established in accordance with the Bylaws and Board policies except where the Board delegates authority to others. The Chair is authorized to use any reasonable interpretation of the provisions of the Bylaws and Policies.
  5. The Chair has no authority to supervise or direct the CEO except as delegated by the Board.
  6. The Chair will meet individually with each Director at least once a year to gather input related to improvement of Board performance and to maximize each Director's strengths and special talents.
  7. The Chair may delegate authority but remains accountable for its use.
  8. The Chair will ensure the Vice Chair is appropriately informed about Board issues, activities and actions.
- B. The **Vice Chair** is responsible to fill in for the Chair in their absence in accordance with Bylaw 7.3, assuming authority and accountability of the Chair's role. The Vice Chair must be aware of all of the Chair's responsibilities. The Chair ensures the Vice Chair is appropriately informed of current issues, activities and actions of the Board. The Vice Chair has no authority to act independently of the Chair unless specifically authorized by the Board.