

Roles and Responsibilities of the Past Chair

Board of Governors Manual

Approving Authority: Board of Governors

Established: October 3, 2013

Date of Last Review/Revision:

Office of Accountability: Office of the President

Administrative Responsibility: Secretary to the Board

Policy Statement

St. Jerome's University will maintain a current roles and responsibilities description for all positions. Roles and responsibilities descriptions outline the nature and scope, specific accountabilities and skills and abilities required for each position.

Updates or substantive changes to roles and responsibilities descriptions may be initiated by the Board of St. Jerome's University from time to time and must consider Board needs. The process of review is directed by the Board of Governors. In certain cases, where appropriate, the incumbent may be involved in the process.

Appendix A **Supplemental information**

Role of Past Chair

In accordance with Article 3.2 of The St. Jerome's University Bylaw the Past Chair shall be a member of the Board of Governors for a one-year term before retiring from the Board.

The Past Chair:

- is a voting member of the Board
- facilitates the leadership transition of the Board
- provides advice and support to the incoming Board Chair
- may attend any committee meeting as a resource, non-voting, to support the ongoing work of the Board from the previous year.

The same criteria for evaluating incumbent Governors and potential candidates for appointment to the Board of Governors apply to the Past Chair:

- Demonstrate personal and professional integrity and accountability;
- Be committed to SJU and its mission;
- Have a general understanding of and bring informed judgment to the broad range of issues that the Board must address;
- Bring relevant business and/or professional experience which will further the work of the Board;
- Demonstrate governance experience with the ability to contribute to the functioning and decision-making of the Board and its committees;
- Devote the time necessary to prepare for and attend Board meetings and meetings of any Board committees on which they serve, and to keep abreast of developments that impact these bodies;
- Support SJU endeavors by attending University functions and acting as University ambassadors whenever possible

Responsibilities of Past Chair

As with all Board members, the Past Chair accepts a 'trust': stewardship of the University, which is to ensure its long-term integrity and viability. Inherent in this trust is a promise to perform one's duties with prudence and diligence, in the sole interest of the University.